

**JOB DESCRIPTION**

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| **JOB TITLE: Learning Technologist**    Sector/Section: **Quality**  Grade: S01  Directly responsible to: **ILT Manager** |

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| **PURPOSE OF JOB:**  The primary role of the Learning Technologist is to:   * Collaborate across the College to develop high-quality, interactive, and modular digital learning experiences and assets to enhance teaching, learning and assessment. * Support staff and students to make best use of the various digital technologies provided by the College to support learning and teaching. * Actively research the latest e-learning technologies |

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| **MAIN RESPONSIBILITIES AND DUTIES:**   1. Work closely with course teams to support the creation and delivery of resources for in class, online learning and directed study that enhance teaching, learning and assessment. 2. Support teachers and students in the use of new technologies, applications and College systems and services, through a range of methods. 3. Support the Quality Department to monitor the quality of online resources. 4. Champion the use of e-learning technologies across the College 5. Support the implementation and operation of engaging educational spaces 6. Collaborate with curriculum teams and other providers to develop content to support teaching, learning and assessment within immersive learning environments. 7. Actively research and advise on new technologies and applications which contribute to effective teaching, learning and assessment 8. Support teachers and learners with helpdesk calls, including logging jobs, providing face-to-face and remote support for learners and teachers across the college and supporting members of the wider ILT Team as required. 9. Prepare and deliver formal training sessions to staff and students 10. Work alongside the Systems Developers to test and quality assure student and teacher facing services, and to cascade training to learners and teachers in those services. 11. Attend conferences and seminars to maintain and update knowledge related to e-learning technologies. 12. Undertake appropriate training and staff development. 13. Undertake such other duties as may be required commensurate with the grade and nature of the post. 14. To actively promote and embed equality and diversity within the College. 15. To actively contribute to the College’s safeguarding children and safeguarding vulnerable adult agenda. 16. The post holder will be expected to comply with the rules and regulations which the Corporation may from time to time issue to ensure the efficient operation of its business and the welfare and interests of its learners and employees. 17. To be fully aware of and comply with the College’s policy on confidentiality. 18. In carrying out their duties, the post holder must  * Comply with Health and Safety regulations and policies * Be aware of the College statement on Health and Safety * Be fully aware, and comply with, College policies including equal opportunities and risk management. * Comply with Health and Safety regulations and policies * Be aware of the College statement on Health and Safety * Be fully aware, and comply with, College policies including equal opportunities and risk management.  1. The post holder will be expected to work flexibly and efficiently, to maintain the highest professional standards and to promote and implement the policies of the Corporation. 2. Bolton College is committed to safeguarding and promoting the welfare of young people and vulnerable adults and expects all staff and volunteers to share this commitment. |

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| **PHYSICAL CONDITIONS**  **Place of work**  To be discussed at interview.  **Working Hours**  You will be expected to work 37 hours per week. Your pattern of work may vary from time to time. In normal circumstances where you work beyond your contracted hours, time of in lieu may be given or overtime may be payable. For full-time positions (35) overtime on any day other than Sunday or a general or public holiday will be paid at time and a half. For part-time positions overtime will be paid at plain time until the 35 hours is exceeded when time and a half will be paid. For overtime on a Sunday or Bank Holiday, payment will be double time.  **Social Conditions**  In the interest of Health and Safety, smoking is not permitted in Bolton College.  **Probationary Period**  If the postholder is a new employee to the College, the first 9 months of employment will be a probationary period, during which the suitability of the post holder for the position will be assessed. The College reserves the right to extend a probationary period, if in its opinion, circumstances so require. During the probationary period the employment may be terminated either by the post holder or by the College on giving one month’s written notice. The College’s Disciplinary Procedure will not apply during the probation period.  **Appraisal**  The post holder will be required to participate in a staff appraisal scheme approved by the College. |

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| **JOB DESCRIPTION PREPARED BY:** ILT Manager  **DATE:** 28 March 2024 |