

Person Specification

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| Post | LEARNING TECHNOLOGIST |  | Dept | ILT TEAM |
| Grade | SO1 |  | Ref No | 155-24 |

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| Education / Training |  | | Criteria Essential (E)  Desirable (D) | Measured By  Interview (I)  Application (AF)  Assessment Ctre (AC)  Presentation (P) |
| A degree or significant, equivalent, professional experience, or working towards.  Level 2 (Min) Qualification for English and Maths  PGCE Cert Ed or equivalent or working towards | | | E  E  D | AF / I  AF / I  AF/I |
| Relevant Experience | |  | Criteria Essential (E)  Desirable (D) | Measured By  Interview (I)  Application (AF)  Assessment Ctre (AC)  Presentation (P |
| Supporting teaching, learning and assessment with technology. This could include experience in learning management systems (LMS), authoring tools, educational multimedia, or other relevant technologies.  Providing training or teaching to groups or on a 1 to 1 basis.  Producing content using Adobe Creative Cloud or other multi-media applications.  Providing excellent customer support.  Collaborating with colleagues and guiding on the development process from initial ideas to final output.  Effective utilisation of digital tools commonly used within education, such as virtual learning environments, virtual classrooms, video and audio creation, and online assessment and feedback tools.  Teaching, learning and assessment within a further or higher education environment.  Designing and delivering staff training/development sessions.  Developing resources to support blended or fully online learning. | | | E  E  E  E  E  D  D  D  D | AF / I  AF / I  AF / I  AF / I  AF / I  AF / I  AF / I  AF / I  AF / I |
| Relevant Knowledge/ Skills & Aptitudes | |  | Criteria Essential (E)  Desirable (D) | Measured By  Interview (I)  Application (AF)  Assessment Ctre (AC)  Presentation (P |
| Knowledge of current developments in e-learning technologies and generative AI.  Good communication skills and the ability to work with teachers, students and business support teams.  The ability to administer College systems that are used by students and teachers; such as Moodle, Microsoft Teams, ProMonitor and ProPortal.  Experience of using eLearning-related software applications, for example familiarity with some or all of the following: using graphic/photographic packages, video production and post production editing using Adobe Premiere Pro or equivalent, and eLearning authoring packages.  A commitment to staying up-to-date with the latest trends and technologies in learning and development.  Good organisational skills.  Able to prioritise and use initiative.  Work effectively under pressure.  Able to work independently and as part of a team.  Able to work in a positive manner in a changing environment.  Experience with troubleshooting and resolving technical issues.  Understanding of accessibility standards and best practices in online learning. | | | E  E  E  E  E  E  E  E  E  E  D  D | AF / I  AF / I  AF / I  AF / I  AF / I  AF / I  AF / I  AF / I  AF / I  AF / I  AF / I  AF / I |
| Special Requirements | |  | Criteria Essential (E)  Desirable (D) | Measured By  Interview (I)  Application (AF)  Assessment Ctre (AC)  Presentation (P |
| Commitment to Equality & Diversity Policy and practice within the workplace.  Ability to demonstrate commitment to safeguarding children and vulnerable adults.  The successful applicant will need to have a DBS to work in a College environment.  The post holder would be required to demonstrate an ability to act with discretion and maintain confidentiality.  Must be willing to undertake appropriate training and development in order to meet the requirements of the College.  Awareness of health and safety requirements. | | | E    E  E  E  E  E | AF / I    AF / I  AF/I  AF/I  AF/I  AF/I |