university of the arts london

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JOB DESCRIPTION	

Job Title: Technology-Enhanced Learning (TEL) Coordinator	**Accountable to**: Digital Learning Director

Contract Length: Permanent	**Hours per week/FTE**: Full-time	**Weeks per year**: 52
Salary: £34,326−£42,155	**Grade**: 4	

College/Service: London College of Communication	**Location**: Elephant & Castle

Purpose of Role:

To promote, support and progress the embedding of Technology-Enhanced Learning (TEL) within courses at the college.

This role will support course teams in using the university's digital learning platforms as effectively as possible. The role will operate within the college while maintaining close links with the Teaching and Learning Exchange, the central unit responsible for managing these platforms and providing links to the other college-based TEL Coordinators in the university.

A central aspect of the role will be improving the use of digital platforms by helping course teams to structure and organise their pedagogic approaches with technology. You will also encourage course teams to evolve their pedagogy in digital contexts.

The digital learning platforms include:
- Moodle
- Workflow (Mahara ePortfolio)
- MyBlog.arts (Wordpress)
- Online Assessment Tool (the UAL student feedback system)
- Blackboard Collaborate
- Turnitin

Duties and Responsibilities

To contribute to supporting and coordinating TEL activity within the college and wider university:
- To work in conjunction with the college Digital Learning Director to bring together programme and course teams in designing an organised, strategic and sustainable use of TEL in the curriculum to improve the student experience
  - Collaborating with and supporting course teams in their effective administrative, editorial and pedagogical use of Moodle
  - Supporting where appropriate the embedding of Workflow, MyBlogs.arts and other 'open practice' approaches
  - Helping course teams to manage high-stakes processes around student feedback (using the UAL 'OAT' system) and eAssessment via Moodle and Turnitin
- To encourage and support creative thinking in areas such as the role of open practice and digital identity for both staff and students
- To support the design, production and development of appropriate teaching and learning materials using the range of university digital learning platforms
- To support the embedding and implementation of UAL wide TEL approaches and policy, with sensitivity to the local context and the needs of the college
- To provide professional advice on the pedagogical use of the wider Web and how this intersects with UAL policies, regulations, systems and practices
- In conjunction with college colleagues and the Teaching and Learning Exchange arranging and hosting professional development workshops and events around TEL
- Create guides and support materials where applicable for circulation within the college
- To liaise closely with the Teaching and Learning Exchange, the TEL Coordinators based at other colleges and TEL-related staff to share effective practice and to keep Teaching and Learning Exchange colleagues informed of on-the-ground issues/opportunities around TEL
- To regularly feedback on levels of TEL activity, the development of new approaches and local barriers to implementation
- To perform such duties consistent with your role as may from time to time be assigned to you anywhere

within the University
- To undertake health and safety duties and responsibilities appropriate to the role
- To work in accordance with the University's Equal Opportunities Policy and the Staff Charter, promoting equality and diversity in your work
- To undertake continuous personal and professional development, and to support it for any staff you manage through effective use of the University's Planning, Review and Appraisal scheme and staff development opportunities
- To make full use of all information and communication technologies in adherence to data protection policies to meet the requirements of the role and to promote organisational effectiveness
- To conduct all financial matters associated with the role in accordance with the University's policies and procedures, as laid down in the Financial Regulations

Key Working Relationships: Managers and other staff, and external partners, suppliers etc; with whom regular contact is required.

- College Digital Learning Director
- College TEL & TEL-related staff
- College Programme Directors/Course Leaders
- Teaching staff
- Programme Administration Managers
- Teaching and Learning Exchange staff
- Other college TEL Coordinators and other TEL-related staff from across the university

Specific Management Responsibilities

Budgets: NA

Staff: NA

Other (e.g. accommodation; equipment):

Job Title: Technology-Enhanced Learning Coordinator   Grade: 4

Person Specification	
Specialist Knowledge/ Qualifications	- Undergraduate degree or equivalent. - Excellent understanding of current Technology-Enhanced Learning (TEL) platforms, policies and practices in a higher/further education context. - General digital media production skills (e.g. web, video) **Desirable** - CMALT &/or undergraduate/postgraduate degree in related discipline. - Experience of creative arts, design and communication disciplines.
Relevant Experience	- Experience of working with technology for learning and teaching in a higher/further education context. - Significant experience of working with digital learning platforms such as Moodle, blogs, ePortfolios and Turnitin in a higher/further education context. - Experience of providing both technical support and pedagogical-design support to course teams. - Experience of authoring support and guidance materials - Experience of designing and running TEL-related workshops, drop-in sessions and training sessions
Communication Skills	Communicates effectively orally, in writing and/or using visual media.
Research, Teaching and Learning	Uses effective teaching, learning or professional practice to support excellent teaching, pedagogy and inclusivity.
Professional Practice	Contributes to advancing professional practice/research or scholarly activity in own area of specialism
Planning and Managing Resources	Plans, prioritises and organises work to achieve objectives on time
Teamwork	Works collaboratively in a team and where appropriate across or with different professional groups.
Student Experience or	

Customer Service	Builds and maintains positive relationships with students or customers
Creativity, Innovation and Problem Solving	Uses initiative or creativity to resolve problems

The application form sets out a number of competence questions related to some of the following selection criteria. Shortlisting will be based on your responses to these questions. Please make sure you provide evidence to demonstrate clearly how you meet these criteria.

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