**university
of the arts
london

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JOB DESCRIPTION AND PERSON SPECIFICATION	
Job Title: Learning Technologist (0.6 FTE)	**Accountable to**: Programme/Director/Course Leader, EMBA for the Screen Industries

Contract Length: permanent	**FTE**: 0.6 / 21 hours per week	**Weeks per year**: 52

Salary: £22,806 - £27,361 (pro rata to £38,010 - £45,603	**Grade**: 5
	Location: Elephant & Castle
College: London College of Communication	

Purpose of Role:

To develop and support the use of technologies in the blended (primarily online) EMBA for the Screen Industries and to design & develop online learning activities in collaboration with the course team. The role will involve working with academic, administration and technical support staff, to design, develop and maintain high quality learning resources / activities to demanding timescales and exacting specifications. This will require a good knowledge digital learning platforms and ideally UAL's platforms, which currently include Moodle, Blackboard Collaborate, Turnitin, Wordpress and Mahara, as well content development tools and multi-media applications.

The post holder will also create support materials and provide training for staff and students on the EMBA for the Screen Industries, as well as actively providing support and troubleshooting for all users of the course's VLE and associated applications.

Duties and Responsibilities:

- To develop and support the use of technologies in the EMBA for the Screen Industries to enhance learning and teaching
- To design & develop online learning activities in collaboration with the course team

Content Development
- To assist the course team in evaluating the effectiveness of their online (or other) materials and courses
- To work alongside academic, technical and administrative staff to design, develop and implement effective online and blended learning
- To develop other digital and web-based technologies appropriate to learning and teaching
- To ensure compliance with legislation concerning accessibility and usability in e-learning
- To undertake research, monitor and/or formally evaluate projects or initiatives as required.

Project Management
- To plan and monitor the delivery of projects, taking corrective action where necessary
- To liaise with academic, technical and administrative staff to ensure quality and consistency of delivery.

Support and Training
- To design and develop guides, toolkits, videos and workshop materials to support the use of learning technologies by staff and students on the EMBA for the Screen Industries
- To provide pedagogic advice, guidance, encouragement and support on the use of learning technologies to staff and students
- To increase colleagues' awareness of existing practice in technology-supported learning and teaching, and through internal and external networking to enable the exchange of ideas and experience
- To fully utilise University and other information and communication technologies in order to facilitate and enhance students' learning experiences and organisational effectiveness.

- To engage in regular monitoring and review of the quality of the teaching and learning provision in accordance with the procedures of the University.
- To support online synchronous teaching sessions

General

- To take responsibility for general VLE administration and content management.
- To actively keep abreast of developments in learning technologies, particularly in Higher Education in order to improve and enhance learning technologies support provision in the EMBA for the Screen Industries.
- To undertake a range of networking activities such as liaising with colleagues in other colleges within UAL, with the aim of sharing expertise and best practice.
- 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.

- Programme Director (Film & Television)
- Course Leader (EMBA for the Screen Industries)
- College & wider university Digital Learning staff
- Teaching staff
- Programme Administration staff

Specific Management Responsibilities

Budgets: N/A

Staff: N/A

Other: (e.g. accommodation; equipment):

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Please complete...

Signed   HCox _____ Date of last review
Nov 2018_____
            (Recruiting Manager)

Job Title: Learning Technologist 0.6   Grade: 5

Person Specification	
Specialist Knowledge/ Qualifications	- Recognised qualification in a relevant field, such as pedagogy/learning/technology/new media - A recognised and accredited teaching qualification, e.g. PG Cert (desirable) - In-depth knowledge of the use of a range of appropriate design and web authoring software and productivity tools, including: - MS Word, Excel - Project (desirable) - Email - Web/Internet - Moodle (or other VLE) - Mahara (desirable) - Blackboard Collaborate (desirable) - WordPress (desirable) - Adobe Creative Suite (desirable) - Good understanding of and familiarity with a range of different content delivery mechanisms, e.g. (web, mobile, podcast etc.), dynamic and collaborative resource development (blogs, wikis etc.) - Knowledge of pedagogies for online and distance learning - An interest in and knowledge of creative arts & communication disciplines and discourses (desirable)
Relevant Experience	- Relevant experience of designing and implementing digital learning projects, e.g. developing course materials for VLEs in Higher Education - Experience of designing blended/online courses - Experience of teaching both online and in a classroom environment - Experience of supporting learning technologies in an academic environment - Experience of implementing accessibility and usability principles (desirable) - Experience of teaching and/or training, both groups and one-to-one (desirable) - Experience of teaching or professional practice in a liberal arts or humanities-related field, such as arts and/or cultural event management, creative sector policy, or art, design or creative cultural practice (desirable)

Communication Skills	Communicates effectively orally and in writing adapting the message for a diverse audience in an inclusive and accessible way
Research, Teaching and Learning	Applies innovative approaches in teaching, learning or professional practice to support excellent teaching, pedagogy and inclusivity
	Applies own research to develop learning and assessment practice
Professional Practice	Contributes to advancing professional practice/research or scholarly activity in own area of specialism
Planning and managing resources	Plans, prioritises and manages resources effectively to achieve long term objectives
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	Suggests practical solutions to new or unique 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

Last updated: Dec 2018

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