JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title: Learning Technologist	**Accountable to**: Head of e-Learning
Contract Length: 1 year fixed term contract	**Hours per week/FTE**: 1.0 **Weeks per year**: AYR
Salary: £38,694 - £46,423 pa	**Grade**: 5
College/Service: London College of Fashion / Quality Assurance and Academic Development	**Location**: 20 John Princes Street, London, W1G 0BJ and moving to Stratford in 2023.

Purpose of Role:

Working directly with staff and students, the post holder will support and develop the use of learning technologies in London College of Fashion to enhance learning and teaching.

The role will involve working with a range of academic and professional staff to design and develop high quality learning resources to exacting timescales and specifications. This will require a good knowledge of our core learning technologies including Moodle, Turnitin, Wordpress and Mahara as well as content development and multi-media applications.

The post holder will also create support materials and run training sessions for both staff and students as well as actively providing support/troubleshooting to users.

You will have experience of developing e-learning and blended materials in a Higher Education context. You must have strong communication skills and the ability to manage multiple projects effectively as well as prioritising your own time

Duties and Responsibilities:

- To work with the Head of e-Learning to implement the College's eLearning strategy
- To promote and develop the use of technologies in LCF to support and enhance learning and teaching
- To be responsible for projects and initiatives, planning and executing delivery to meet business needs
- To manage staff (including induction, probation, 1:1 meetings and appraisal) and budgets as may be appropriate

Content Development
- To assist academic staff 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 web technologies appropriate to learning and teaching
- To ensure compliance with legislation concerning accessibility and usability in e-learning
- Undertake research, monitor 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 in LCF
- To develop and implement a programme of workshops and events to build staff and student confidence in using technologies.
- To provide pedagogic advice, guidance, encouragement and support on the use of learning technologies to staff and students
- To broker and to increase colleagues' awareness of existing practice and enable the exchange of ideas and experience in technology-supported learning and teaching

Administrative and General
- To undertake general VLE administrative responsibilities.
- To attend meetings and deputise for the Head of e-Learning as required.
- To seek funding opportunities and provide learning technology input on grant applications as appropriate.
- To actively keep abreast of developments in learning technologies, particularly in higher education in order to improve and enhance learning technologies support provision.
- 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.
- To personally contribute towards reducing the university's impact on the environment and support actions associated with the UAL Sustainability Manifesto (2016 – 2022)

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

Specific Management Responsibilities

Budgets: Yes

Staff: Yes

Other: Accommodation; equipment as appropriate

Signed _____ Date of last review _____
(Recruiting Manager)

Job Title: Learning Technologist **Grade: 5**

Person Specification	
Specialist Knowledge/ Qualifications	Relevant degree qualification
	Use of a range of appropriate design and web authoring software and productivity tools, including: MS Word, Excel, Project, Outlook, web/internet, Moodle, Mahara, WordPress, Web 2 Technologies, Adobe Creative Suite, Javascript, HMTL and CSS
	Knowledge of pedagogies for online and distance learning
	Understanding of different delivery mechanisms (web, mobile, podcast etc), dynamic and collaborative resource development (blogs, wikis etc)
	Sound knowledge and experience of implementing accessibility and usability principles is desirable
	An interest in art and design disciplines
Relevant Experience	Understanding and experience of developing course materials with VLEs
	Experience of teaching and/or learning online and in a classroom environment
	Experience of supporting learning technologies in an academic environment
	Experience of teaching and/or training groups and one to one is desirable
Communication Skills	Communicates effectively orally and in writing adapting the message for a diverse audience in an inclusive and accessible way
Leadership and Management	Motivates and leads a team effectively, setting clear objectives to manage performance

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

Last updated: