



| Learning Technology Manager | |
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| Reporting to: | Head of Teaching, Learning and Quality |
| Working Hours: | Full time (37.5 hours per week) |
| Salary: | £43,166 – 48,683 |
| Job Code: | M2 (point 36-40 on the Plumpton College Pay Scale) |
| Annual Leave: | 26 electable days, 8 statutory days and up to 5 closure days at Christmas |

Job Purpose

The Learning Technology Manager will lead the development, implementation, and management of digital technologies, learning platforms, and digital literacy frameworks across the College.

This role is central to ensuring that these tools effectively support and enhance our ability to reach, teach, and develop more students than ever before, in line with our strategic ambition to address local, regional, and national skills priorities. The postholder will take the lead in designing, implementing, and continuously evaluating a Learning Technology Strategy that provides a clear roadmap for advancing online and blended learning, empowers staff and students through a structured digital skills framework, and ensures technology is used innovatively and effectively to create engaging, high-quality learning experiences across the College.

Duties and Responsibilities of the Role

Strategic focus

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| a) | Collaborate with staff across the College to design and implement a comprehensive Learning Technology Strategy that drives innovation in teaching and learning. |
| b) | Lead the development and implementation of a new Digital Literacy Framework for all staff and students, supporting progression in digital skills from any starting point. |
| c) | Oversee the review, selection, and rollout of an enhanced Virtual Learning Environment (VLE) that aligns with strategic goals and meets the evolving needs of both students and staff for scalable online and blended learning. |

Management and Development

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| a) | Oversee the deployment, integration, and maintenance of a wide range of digital technologies, learning platforms, and associated systems, ensuring their effective use by teaching staff to enhance student learning. |
| b) | Lead and manage complex projects related to the development, implementation, and continuous improvement of learning technologies across the College. |

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| c) | Continuously evaluate new and emerging learning technologies for their potential to enhance the learner experience and align with the College's strategic objectives. |
| d) | Monitor the usage, performance, and impact of learning systems and platforms to ensure maximum functionality, an excellent user experience, and strong value for money. |
| e) | Adopt instructional design principles in working with subject experts to design and implement engaging learning experiences, including online and blended learning programmes |
| f) | Lead a team in the development, delivery and continuous evaluation of digital literacy training programmes for staff and students |
| g) | Develop and implement a comprehensive digital training programme for all teaching staff, and an onboarding programme for all new staff. |
| h) | Establish and maintain a KPI reporting framework for all aspects of learning technology usage and its broader impact, providing regular reports and recommendations for enhancement. |
| i) | Proactively gather feedback from internal users—both staff and students—to inform and prioritise improvements in systems, services, and support. |
| j) | Use performance data and user feedback to maintain a live Development and Improvement Plan, reviewed annually as part of the College's quality assurance cycle. |
| k) | Manage contracts and maintain productive relationships with external service providers and key stakeholders to ensure service quality and innovation. |
| l) | Work closely with the Head of IT, to ensure technical requirements, support structures, and infrastructure align with the wider College IT strategy |

Other responsibilities

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| a) | Manage all data associated with learning technology systems and maintain central files and records required for compliance with College policies and UK Data Protection Regulations. |
| b) | Manage the purchasing equipment and services from third party technology vendors. |
| c) | Complete all mandatory training and adhere to appropriate College policies including (but not limited to) data protection, safeguarding, equity & diversity, and health and safety. |
| d) | Undertake any further duties commensurate with the grade and responsibilities of the post as allocated by the Senior Management Team. |

Person Specification

An experienced and forward-thinking Learning Technology professional who can lead with vision, drive innovation, and ensure technology enhances learning at every level. The candidate will bring a blend of technical expertise, educational understanding, and project leadership skills, and will demonstrate the following:

- A strong relevant technical knowledge and deep understanding of digital learning platforms, and APIs
- A good grasp of current and emerging learning technologies, AI, virtual and immersive learning environments
- Excellent project management skills and the ability to lead complex systems and implementations
- An analytical mindset and ability to use data to measure performance and drive decisions and improvements

- Excellent communication skills, including the ability to translate technical jargon and concepts
- Experience of database management and SQL reporting
- Experience of videography and working knowledge of Adobe Premiere
- Experience of desktop publishing and working knowledge of Adobe InDesign, Illustrator & Photoshop
- Experience of working in the further or higher education sectors, ideally with some teaching experience
- A sound understanding of data protection legislation and best practice, particularly as it applies in an educational context
- A **PGCE or Level 5 qualification** in Education and Training
- Ideally, a **degree or equivalent** in a technology - or education-related subject

At Plumpton College we are:

- Ambitious and Progressive
- Enterprising
- Professional
- Passionate about everything we do
- Supportive

CONDITIONS OF EMPLOYMENT

Working Hours

Basic working hours are from 08.30 to 17.00 Monday to Friday but some flexibility will be considered for the right candidates. There will be some evening and weekend working required to support faculty activities, and whole college recruitment and promotional events.

Annual Leave

The holiday year is from 1 September - 31 August each year. The annual leave entitlement for this role is 30 working days, 8 bank holidays and efficiency days as stipulated by the Senior Management Team. Annual leave is bookable subject to business needs and should be planned and agreed with your Manager. Annual leave booking will be available from the start of the new holiday year (1 September).

Continuous Professional Development (CPD)

This post will be entitled to CPD for updating, personal and professional development. All CPD must be planned, agreed and booked with your Line Manager.

Benefits

The candidate appointed to the post will automatically become a member of the Teachers' Pension Scheme and pay contributions as determined by annual salary levels. The pension scheme includes life assurance cover, and the College will also pay a contribution towards your pension. There is also free car parking and a competitively priced dining room service.

Equality and Diversity

Plumpton College is committed to the promotion of equal opportunities and is dedicated to pursuing non-discriminatory policies and practices and eliminating unfair discrimination on any basis. This means that no job applicant will receive less favourable treatment than another on grounds of gender, marital status, age, racial origin, disability, sexual orientation or political or religious beliefs.

Criminal Record Check via the Disclosure Procedure

The Rehabilitation of Offenders Act 1974 gives individuals the right not to disclose details of certain old offences when asked about their criminal record as they may be defined as 'spent'. There are exemptions to this if the individual is offered a post which involves contact with children or regular work at an establishment exclusively or mainly for children.

The post you have applied for falls into this category and, therefore, requires a criminal background check.

If a job offer is made, you will be asked to apply for a DBS Disclosure Certificate. The Disclosure Certificate will contain details of current and "spent" convictions, cautions, reprimands or warnings held on the Police National Computer, excluding certain specified old and minor offences.

The DBS Disclosure will also indicate whether information is held on government faculty lists of those individuals who are barred from working with children or vulnerable adults (if applicable).

The post-holder cannot begin employment with the College until the DBS Disclosure Certificate is received and considered by the Principal.