PLUMPTON
COLLEGE

Digital Learning Coach	
Reporting to:	Learning Technology Manager
Working Hours:	Full time (37.5 hours per week)
Salary:	£25,829 - £29,762 (S4 Points 17-22)
Annual Leave:	26 electable days plus 8 statutory days

Job Purpose

As part of our Teaching and Learning Team, the Digital Learning Officer will work across the College to develop and facilitate innovative digital education with staff and students.

This exciting role supports the teaching and learning experiences for our students through the provision of the necessary training and education for staff to improve their digital capabilities. This postholder will work with a wide range of IT systems, including Office 365, MS Teams, Augmented Reality, Padlet, and our individual learner system, ProMonitor.

The postholder will act as a pedagogical partner, coaching staff to integrate technology into their teaching in a way that reduces workload and inspires learners.

Duties and responsibilities of the job

1. Main Duties

a.	Act as a Digital Learning Coach, translating curriculum needs into innovative digital workflows that reduce staff workload.
b.	Collaborate with subject experts to redesign traditional curriculum into on-demand blended modules.
c.	Contribute to the implementation of the College's Digital Learning Strategy and College wide IT and Digital roadmap
d.	Provide 1:1, group training and support for teaching staff in their use of learning technology and its associated systems to improve their teaching, learning and assessment practices for the ultimate benefit of our students
e.	Lead Action Research pilots within departments to evaluate the impact of VR, AR, and AI on student outcomes and retention.

f.	Support with the facilitation and content creation of immersive classroom education and technologies
g.	Provide technical support and training for users of the College virtual learning environment, MS teams and Turnitin
h.	Investigate and implement effective and efficient learning technologies to enhance teaching and support staff workload
i.	Collaborate with external agencies such as JISC to further develop the information and digital literacy of staff and students
j.	Create adapt and promote digital content and resources available from the library
k.	Work collaboratively across the College to provide an effective and robust enquiry and support provision in relation to digital learning tools

2. **Quality Improvement**

a.	Ensure quality assurance activities related to the use of learning technologies and digital education, including technology and capability audits are carried out
b.	Maintain central files and records as appropriate for teaching, learning and quality functions
c.	Plan, prepare, and deliver high quality training sessions for staff and students as required, maximising opportunities to share good practice and celebrate success
d.	Support the implementation of smart analytic tools for Quality activities such as survey data and trends

3. **Continuous Professional Development**

a.	Actively participate in the personal annual appraisal process
b.	Undertake staff development appropriate to the needs of the College, in addition to any development needs identified through the appraisal process
c.	Research, share, and promote internal and external CPD opportunities for staff to develop and improve their digital education and capabilities

4. **Other responsibilities and duties**

a.	Attend and represent the College at sector specific groups to maintain sector knowledge and professional awareness of developments in the field of learning technologies
b.	Ensure effective communication, collaboration, liaison and relationships with partners, managers and colleagues, and engage in effective team working
c.	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

Qualifications / Skills / Knowledge / Qualities

At Plumpton College we are:

- Ambitious
- Progressive
- Enterprising
- Professional
- Passionate
- Supportive

Essential criteria for the post
a.   Minimum Level 2 in literacy and numeracy
b.   Hold a relevant IT/Learning Technology or Digital qualification or experience in a similar role
c.   Excellent IT Skills across the Microsoft Office Suite and Adobe
d.   Good working knowledge of virtual learning environments and digital platforms.
e.   Experience of working with digital and/or virtual learning platforms
f.   Knowledge of data protection law and best practices
g.   Exceptional attention to detail
h.   Excellent organisational and time management skills
i.   Strong desire to work collaboratively as part of a high performing team
j.   Excellent communication and highly developed interpersonal skills, including report writing, and delivering presentations
k.   Ability to learn new software and systems and be able to see the 'bigger picture' of how that system / software can be utilised by colleagues as well as supported by existing infrastructure
l.   Experience of AI technologies and implementation of AI in education

Desirable criteria
a.   Level 3, equivalent or above teaching qualification
b.   Knowledge of Management Information Systems (ProSuite, ProSolution and ProMonitor)
c.   Good working knowledge of SharePoint and Teams
d. Experience of managing web servers and cloud infrastructures, including Apache, Shibboleth and Azure
e.   Knowledge of SCORM and LTI e-learning standards
f. Experience of working within the further education or higher education sectors, ideally in a teaching capacity

CONDITIONS OF EMPLOYMENT
Working Hours
Basic working hours are from 0830hrs to 1700hrs Monday to Friday but some flexibility will be required to meet the needs of the business. This is an all year-round post. There will be some evening and weekend working required to support department and whole college events where there will be a requirement to attend.

Annual Leave
The holiday year is from 1 September - 31 August each year. The annual leave entitlement for this role is 26 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 must be booked on-line via the HR/Payroll system.

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 LGPS 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. Access to Employee Assistance Programme, Cycle to Work Scheme and staff discounts.

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.