

JOB DESCRIPTION

Post:	Digital Teaching and Learning Innovator
Responsible To:	Group Head of Education Improvement
Summary of Post:	To lead on the development of digital and technology enhanced learning with teachers to ensure excellent levels of teaching, learning and assessment using digital technologies.

Specific Duties:

1. To lead on the development of educational staff's capability and skills in the delivery/support of learning using digital platforms, emerging technologies and software.
2. To write and provide guidance and toolkits to support teachers and support staff with digital learning strategies.
3. To support and develop teachers and support staff's capability to create and modify great online learning content.
4. To constantly update own skills and knowledge in line with changes in technology and digital learning opportunities.
5. To role-model outstanding teaching, learning and assessment digital strategies.
6. To lead on the development of emerging technology projects and priorities related to innovative practices within TLA.
7. To develop and lead staff development activities for teachers, support staff and other staff where applicable, in respect to best practice in digital learning.
8. To support middle leaders with a view to innovating digital learning in departments as required.
9. To support and develop new and existing staff and managers through targeted improvement activities, with a specific focus on best practice and professional development within digital technologies to develop the curriculum and teaching, learning & assessment.

10. To liaise with Principals, Group Head of Teacher Training, Education Improvement, the Technology Team and others to consult on developments and ensure best use of the technology available to meet the needs of staff and learners.

General Duties and Responsibilities:

1. To participate in the staff support & development scheme and to undertake training based on individual and service needs.
2. To take a lead in creating or to promote a positive, inclusive ethos that challenges discrimination and promotes equality and diversity.
3. To comply with legislative requirements and College policies and guidelines in respect to health & safety and data protection.
4. To demonstrate positive personal and professional behaviour as specified in the Staff Code of Conduct.
5. To undertake continuing professional development to support our culture of continuous improvement.
6. To partake in quality assurance systems.
7. To meet minimum relevant occupational standards.
8. To keep up to date with the skills required to fulfil the role.
9. To undertake any other duties commensurate with grade as may be reasonably requested.
10. You will be responsible for protecting staff and learners from all preventable harm as per Safeguarding procedures.

Please note:

This job description is a guide to the work you will initially be required to undertake. It summarises the main aspects of the job but does not cover all the duties that the job holder may have to perform. It may be changed from time to time to meet changing circumstances.

It does not form part of your contract of employment and as your experience grows, you will be expected to broaden your tasks, suggest improvements, solve problems and enhance the effectiveness of the role.

	PERSON SPECIFICATION	Application	Interview	Shortlisting Weighting
Skills				
1.	Effective written and oral communication	✓	✓	6
2.	Effective organisational skills and ability to work to deadlines	✓	✓	6
3.	Effective mentoring and coaching skills	✓	✓	6
4.	Ability to motivate, encourage and support students and staff	✓	✓	6
5.	Fluent with the use of digital technologies; specifically Microsoft Tools, Artificial Intelligence and Immersive/VR facilities.	✓	✓	6
6.	Actively contribute to the College's Safeguarding practice, procedures, culture and ethos	✓	✓	6
7.	Ability to analyse and interpret performance data and effectively plan from evaluation	✓		4
8.	Ability to motivate, enthuse and develop others	✓	✓	6
Experience				
1.	Proven track record of excellence in online learning	✓	✓	6
2.	Some experience of developing others to improve the quality of teaching, learning and assessment online and digitally	✓	✓	4
3.	Some experience of planning and delivering training to staff and measuring impact of own work	✓	✓	4
Education				
1.	Recognised L5 teaching qualification or equivalent	✓		6
2.	English and maths Level 2 (e.g. equivalent to GCSE grade 4/5 or above)	✓		6
3.	Degree or appropriate professional qualification	✓		6

Advice to candidates

This post is subject to an enhanced disclosure from the Disclosure and Barring Service.

In completing your application please draw attention to the extent to which you meet each of the criteria in the person specification marked as being assessed at application stage. Please use examples of where you have demonstrated the criteria with as much detail as possible to assist in the shortlisting process.

The shortlisting weighting indicates which criteria are the most important to the recruiting manager:

- 6** Minimum/critical - criteria which is essential for the role i.e. it would be extremely difficult for the person to carry out the role without already having these essential skills, experiences or qualifications.
- 4** Important - criteria that would be significant to the candidate being successful in the role. These may be skills, experiences or qualifications that have substantial meaning for the role but could be supported or taught on the job.
- 2** Other relevant - It would be great if the candidate had, but is not expected to be shortlisted.

Failure to meet all of the minimum/critical criteria would not necessarily preclude your application. Consideration will be given to experience and life skills. Continual Professional Development will be supported and encouraged.

Please be aware should we have a large number of applications for any of our roles we may complete the shortlisting of candidates based on the minimum/critical criteria only.