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| **JOB DESCRIPTION** | | |
| **JOB TITLE** | | Digital Learning Technologist |
| **PAY/GRADE** | | Point 37, £37,874 (to be calculated pro rata) |
| **HOURS** | | 18.5 hours per week, all year round |
| **REPORTS TO** | | Assistant Principal Quality – Peterborough |
| **LOCATION** | | Peterborough College |
| **JOB PURPOSE** | | |
| As the Digital Learning Technologist, you will work in our HE ILT Team and be responsible for managing the effective development, implementation, and review of the innovative use of digital learning technology within teaching, learning and assessment. You will the lead on the use of virtual reality environments and advise and support curriculum. You will also support Canvas across the group and work collaboratively with HE Staff. | | |
| **MAIN DUTIES AND RESPONSIBILITIES** | | |
| Your main duties and responsibilities will include, but will not be limited to the following areas:   * Provide support and guidance in the use of virtual reality, augmented reality, mixed/merged reality and motion capture environments, development tools, and related technologies. * Deliver and supervise immersive and motion capture technology development activities across a range of courses, providing expert guidance and advice to staff and students. * Liaise internally and externally with professionals and recognised practitioners to develop ideas, knowledge and expertise that can be used to support lesson activities in appropriated curriculum areas. * Be involved with the design, production and development of appropriate teaching and learning materials using VR or AR technologies, to suit appropriate curriculum areas. * Project manage the installation of AR and VR technologies at either campus * Create and manage Canvas course modules including managing staff account creation and assignment to course modules, and administrative settings for the platform * Create and manage administrative best practices related to user creation and permissions * Configure and manage technical settings to ensure Canvas is customised to meet the needs of students and staff * Provide support, resources and training for students, faculty staff including instructional videos, how-to guides, and FAQs related to the usage of Canvas * Lead the effective implementation and ongoing maintenance of Canvas and all supporting tools, content, and technologies, roles, users, security, internal system notifications and other instructional technology user accounts. | | |
| **OTHER** | | |
| * Delivering, promoting and supporting good practice in relation to equality, diversity and inclusion, Safeguarding and the Prevent duty, ensuring compliance with College policy and procedures. * Promoting and consistently exemplifying both internally and externally the values and behaviours of the College’s vision * Responsibility to cooperate, and for promoting and maintaining safe and healthy working environment and own health and safety * Commitment to safeguarding and promoting the welfare of young people, and vulnerable adults * Undertaking any other duties and responsibilities commensurate with the level of the post as required | | |
| **TERMS AND CONDITIONS** | | |
| **Contract** | Permanent – Business Support Technical Specialist | |
| **Pension** | Appropriate Pension Scheme | |
| **Holiday** | 30 days per year, plus bank holidays and discretionary days | |
| **Probation** | New appointees to the College are subject to a 6 months' probationary period | |
| **Disclosure** | All employment offers are subject to a satisfactory fully-funded enhanced DBS check. | |
| **Working Arrangements** | To be discussed | |
| **APPLICATION PROCESS** | | |
| Applicants should submit a CV and covering letter detailing how they meet the essential and desirable criteria of the role to [HR@IEG.ac.uk](mailto:HR@IEG.ac.uk) | | |
| **Closing Date** | 20 January 2023 | |
| **Interview Date** |  | |

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| **PERSON SPECIFICATION**  **Digital Learning Technologist** | | | | | | |
| **Criteria** | **Essential or Desirable** | | **Assessment Method** | | | |
| **A** | **I** | **T** | **R** |
| **QUALIFICATIONS** | **E** | **D** |  | | | |
| Educated to degree/HND level in a computing related subject or equivalent experience | E |  |  |  |  |  |
| Level 5 Teaching qualification |  | D |  |  |  |  |
| Good general level of education including Level 2 qualifications in English and Maths | E |  |  |  |  |  |
| **EXPERIENCE** | | | | | | |
| Recent experience of working in IT | E |  |  |  |  |  |
| Experience of AR and augmented reality environments | E |  |  |  |  |  |
| Experience of working in an education setting |  | D |  |  |  |  |
| Experience of canvas platform for HE |  | D |  |  |  |  |
| Working knowledge of relational databases |  | D |  |  |  |  |
| **KNOWLEDGE** | | | | | | |
| Excellent understanding of managing and delivering a reliable Learning Platform |  | D |  |  |  |  |
| Excellent understanding of blended and e-learning concepts to underpin content creation |  | D |  |  |  |  |
| Working knowledge of image manipulation using recognised image editing software |  | D |  |  |  |  |
| **KEY SKILLS** | | | | | | |
| Excellent oral and written communication skills and the ability to communicate effectively at all levels with non-technical users | E |  |  |  |  |  |
| Approachable, with a commitment to client services | E |  |  |  |  |  |
| Good planning, organisation and administrative skills | E |  |  |  |  |  |
| Attention to detail and accuracy | E |  |  |  |  |  |
| Ability to lead and motive a Team if required and also be a Team player | E |  |  |  |  |  |
| Ability to work under pressure, prioritise and to meet deadlines | E |  |  |  |  |  |
| Use of IT (compilation of reports from database, spreadsheets, word processing) | E |  |  |  |  |  |
| Ability to listen and advise in a non-judgmental manner | E |  |  |  |  |  |
| Excellent interpersonal skills/good at problem solving | E |  |  |  |  |  |
| Enthusiastic and self-motivated | E |  |  |  |  |  |
| **OTHER** | | | | | | |
| Awareness of and commitment to safeguarding and promoting the welfare of children, young people and vulnerable adults | E |  |  |  |  |  |
| Commitment to equality of opportunity and the principles of inclusive learning and the ability to promote it in all aspects across IEG | E |  |  |  |  |  |
| Evidence of a personal commitment to continuous professional development and training | E |  |  |  |  |  |
| Commitment to the IEG's core values | E |  |  |  |  |  |
| Awareness of Health & Safety, wellbeing and environmental issues | E |  |  |  |  |  |
| Flexible approach to working practices | E |  |  |  |  |  |
| Professional appearance and behaviour | E |  |  |  |  |  |
| Good previous attendance record | E |  |  |  |  |  |
| Satisfactory enhanced DBS check + barred list for regulated roles | E | Pre-employment check | | | | |

Assessment Criteria: A = Application, I = Interview, T = Test, R = References