

Role Description

Role Title: Digital Learning Lead	Pay Grade: MS2 - £39,496.00 - £44,464 per annum
Normal Place of Work: Travel between all college, offsite or remote working where appropriate.	Line Manager: Head of Teaching, Learning and Innovation
Normal Working Hours: FTE of 37 hours per week	Responsible For: tbc

ROLE PURPOSE

We are seeking a passionate and innovative Digital Learning Lead to join our team and play a key role in developing and implementing our new digital strategy. In this exciting role, you will be responsible for managing and supporting the use of technology to enhance the learning experience for both staff and students at City of Bristol College

PRINCIPAL ACCOUNTABILITIES

- Develop and implement digital learning initiatives aligned with the college's overall Teaching and Learning Principles.
- Manage the college's VLE (Moodle) and ensure its effective use by staff and students.
- Identify and implement new and emerging learning technologies to improve teaching and learning.
- Develop and deliver digital skills training programs for staff and students.
- Provide support and guidance to curriculum departments on integrating technology into their teaching practices.
- Collaborate with colleagues across the college to ensure digital learning initiatives are effectively implemented.
- Monitor and evaluate the effectiveness of digital learning initiatives and make recommendations for improvement.
- Stay up-to-date on the latest trends in digital learning and identify opportunities for innovation.
- Work collaboratively with IT and MIS colleagues to ensure digital learning platforms are maintained and up-to-date while maintaining cyber-security, GDPR compliance and accessibility.
- Support quality managers with quality assurance and improvement activities where appropriate.
- Work with curriculum and quality managers in acting on feedback from students and stakeholders to drive improvement.
- Work closely with Human Resources colleagues in creating varied opportunities and methods for all colleagues across the organisation to develop their digital skills internally and externally.
- Lead on engagement with external organisations and providers to develop initiatives and practices to support innovation and creativity in learning.

Key Relationships

All posts within the College require a high degree of team working. As such the post will be expected to develop and maintain key relationships, as follows:

• Student Experience, Quality & Safeguarding Directorate	To collaborate with other Heads of Dept within the directorate, contributing to the delivery of the strategic plan.
• Directors of Curriculum, Heads of Department and Programme Managers.	To identify and advise on strengths and areas for development in digital learning at an individual and school level.
• Human Resources Department	To create varied opportunities for all staff to develop their digital skills internally and externally; to design and resource, annually, a suite of training and development sessions linked to key improvement and development themes
• Management Information Systems (MIS) and ICT Departments	Maintain positive working relationships to enable the timely and accurate reporting of data, and ensuring digital learning systems are used effectively.

Generic Responsibilities

- To represent and promote the College brand values internally and externally; acting as an ambassador for business development on behalf of the College
- Promote the College's student first ethos, ensuring that the student experience is uppermost in policy and decision making
- To actively promote and act, at all times, in accordance with College policies, including, but not limited to: Health and Safety, Equal Opportunities, Prevent and Safeguarding, the Staff Code of Conduct and the College's Financial Regulations
- To actively promote and adhere to agreed College values
- To engage in implementing changes and promoting innovation
- To participate in the College Annual Appraisal Process, contributing to a culture of self-reflection on practice and continuous professional development
- To facilitate the achievement of the College's quality objectives including those from external bodies
- To undertake other reasonable duties commensurate with the level of post

Values

To role model the College values of inclusivity, honesty, respect and ambition.

Behaviours

To role model and consistently exhibit: student focus; high expectations and aspirations for all; focused on progression and employment; pride in what we do and our place in the city; collaborative and continually improving.

Safeguarding

City of Bristol College is committed to safeguarding children and vulnerable adults. All new employees to the College are required to complete and obtain an enhanced DBS disclosure.

Further information will be sent to all prospective staff as part of the application process

Person Specification

	Essential	Desirable	How assessed*
QUALIFICATIONS			
Qualified to degree level or equivalent professional qualification	✓		AF/Cert
Teaching qualification and experience of teaching/assessing	✓		AF/Cert
Higher level degree in education leadership or a related field		✓	AF/Cert
KNOWLEDGE AND EXPERIENCE (UP TO DATE/ CURRENT)			
Proven experience in developing and delivering digital learning content for students	✓		AF/IV
Experience of leading/developing high quality professional development for education professionals	✓		AF/IV
Experience of delivering sustained improvements in the quality of teaching learning and assessment	✓		AF/IV
Knowledge and experience of e-learning platforms, innovative online and blended delivery	✓		AF/IV
Knowledge of the latest innovations and research informed practice in pedagogy and education	✓		AF/IV
Experience of emerging technologies in education such as efficient and ethical use of AI, VR, AR etc.	✓		
A passion for education and a commitment to using technology to enhance learning.	✓		AF/IV
Experience of influencing practitioners and inspiring change	✓		AF/IV
Experience in accessibility best practices for digital learning materials.	✓		AF/IV
Understanding of quality assurance and improvement processes, as well as relevant inspection/regulatory frameworks e.g. JCQ, OfQual, Ofsted and OFS.	✓		
SKILLS AND ABILITIES			
Excellent oral and written communication skills	✓		AF/IV
Excellent interpersonal and networking skills	✓		AF/IV
Excellent project management and organisational skills.	✓		AF/IV
Strong analysis, problem solving and decision-making skills	✓		AF/IV
Strong leadership skills and ability to motivate and inspire others	✓		AF/IV
Good numerical and verbal reasoning skills	✓		AF/IV
Strong analytical and data interpretation skills to drive evidence-based decision-making	✓		
Ability to use IT at a level commensurate with job role	✓		AF/IV
Willing to work flexibly, including evenings and weekends. As well as regionally/nationally, including working away from home	✓		IV

***Assessment method:**

AF = Assessed via application form
AT = Assessed via test/work-related task

IV = Assessed via interview
Cert = Certificate checked at interview