

Digital Innovation Assistant

Role Description

About the role

The post of Digital Innovation Assistant is an excellent opportunity to contribute to the college's digital vision and strategy through supporting the development of staff and learner digital knowledge and skills.

The postholder will utilise their excellent understanding of digital learning technology and resources to work alongside staff and students in order to embed blended delivery strategies and support remote learning opportunities.

The postholder will utilise a range of software to develop and create engaging, visual and interactive content which supports learners and staff in the development of their digital knowledge and skills. The Digital Innovation Assistant will be an integral part of the Quality & Learner Experience Team, tackling staff queries and promoting support opportunities.

This is a unique opportunity and one where you will be instrumental in achieving the digital vision of the organisation. You will be self-motivated, driven and able to communicate and implement innovative ideas and practices.

Role Objectives

In this role your major objectives will be:

- To gain Level 2 Google Educator status
- To support all delivery staff in gaining Level 1 Google Educator status
- To work with Curriculum Managers and Team Leaders, to develop and create purposeful, exemplar blended learning materials for each curriculum area and the Learner Experience Team
- To provide support to staff in facilitating blended delivery by demonstrating new apps and available software through weekly 1hr virtual staffrooms.
- To facilitate a minimum of 12 themed, digital staff development opportunities, including supporting tutors to film and edit online delivery sessions and introducing new software and skills which support engaging blended delivery.
- To collaborate with the Head of Quality & Learner Experience to build online sites for induction, work-experience and careers, including the creation of resources which can enhance learner enrichment opportunities and the overall online learner experience.
- To create internal, blended delivery enrichment courses with Progress Tutors and SETs (minimum of 2 per curriculum area)
- To work alongside the Senior Quality & Learner Experience Coordinator to innovate student voice activities through a digital lens and provide bespoke digital support and training for student leaders. This would include; designing and facilitating an online digital skills course for students (16-18, FLEX, HE and WBL versions), facilitating student voice via social media channels, increasing participation in learner surveys and managing learner experience social media channels.
- To support the college Google Go To network by conducting and sharing sector research, best practice and innovating digital skills and delivery.
- To work alongside the Marketing team to provide support in the creation of online materials e.g. digital certificates, posters and sites.
- To work with Quality Improvement Learning Leads to develop and support staff training which aids blended delivery, including external networking and sharing good practice on behalf of RNN.

Challenges

You will need the ability to work under pressure and to use your own initiative to deal with issues when they arise. You will have the ability to spot opportunities and act on these. You will need to balance the demands of your working role and be able to prioritise deadlines. With

support, you will present your work to staff, attend meetings and evaluate the content you have prepared.

Your role in the department

The role will be based within the Quality & Learner Experience team and will report to a Quality & Learning Lead.

Commitment to Safeguarding and Equality and Diversity

RNN Group places the safety and wellbeing of students and staff at the forefront of all its operations and is committed to creating and maintaining an environment that promotes effective safeguarding practice.

RNN Group has a statutory and moral duty to ensure that the business functions with a view to safeguarding and promoting the welfare of children, vulnerable adults and young people studying.

The post holder will therefore be required to commit to the Safeguarding for all policy and will have a shared responsibility to promote a safe environment for children, vulnerable adults and young people learning within any of the business sites.

All posts are subject to a Disclosure and Barring Service check.

We would expect the post holder to be responsible for the Safeguarding of learners within their area and across the organisation including:

- Ensuring compliance with procedures for the protection of children and vulnerable adults
- Making certain of compliance with any guidance on Safe working Practice
- Being alert to any indication or allegation of abuse and take appropriate action under the appropriate procedures

RNN Group is very proud to be viewed as being an Inclusive College. We have Investors in Diversity recognition for the work we have undertaken. We actively work to advance Equality and Diversity and eliminate any form of discrimination in line with our College Mission, Values, Culture, Policies and Procedures and in compliance with The Single Equality Act 2010. You will also be committed to a policy of equal opportunity of treatment to all students, staff, clients, and members of the public, regardless of any protected characteristics. We are proud to be part of the Disability Confidence Scheme.

Requirement for flexibility and updating of the role description

You will be required to carry out duties as maybe commensurate with the post which do not change the character or purpose of the post which are necessary to maintain high quality standards of business practice.

Duties must be carried out in strict compliance with all policies including, but not limited to; equality and diversity, health and safety and quality assurance.

Terms and Conditions – Support Staff

The terms and conditions for the role are as follows:

Salary: National Minimum/Living Wage

Pension: Automatic enrolment to the South Yorkshire Pension Scheme

Holidays: 22 days per annum plus bank holidays (Increases with service to a maximum of 26 days plus bank holidays).

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Role Specification

AF-Application Form I-Interview R-Reference CQ-Certificate of Qualification

Personal Skills Characteristics	Essential	Desirable	Method of assessment	Shortlisting Criteria
1. Experience				
• Relevant work experience from school either part time, voluntary work or work placement	✓		AF,I,R	✓
2. Qualifications				
• Level 2 Literacy & Numeracy	✓		AF,CQ	✓
• Digital Learning Design or digital content qualifications / significant experience	✓		AF,CQ	✓
• Google Educator Level 2 or willingness to work towards	✓		AF,CQ	✓
3. Practical and Intellectual Skills				
• A pleasant and helpful telephone manner	✓		I,R	
• A good standard of written and verbal communication skills	✓		AF,I,R	✓
• Able to work supportively and co-operatively with colleagues and external organisations / people at all times	✓		I,R	
4. Disposition / Attitude				
• Pleasant and helpful approach at all times	✓		I,R	
• Able to work in an organised and methodical manner	✓		AF,I,R	✓
• Work effectively as a member of a team.	✓		I,R	
• Work in a professional and confidential manner with a high degree of integrity and flexibility.	✓		AF,I,R	✓
• A commitment to safeguarding and promoting the welfare of children and young people receiving education and training	✓		I,R	
• Able to work with sensitive information and treat this confidentially in line with the requirements of the Data Protection Act	✓		I,R	
• Committed to a policy of equality which is relevant to all students, staff, clients and members of the public, regardless of race, creed, colour, ethnic origin, nationality, gender, sexual orientation, age and disability	✓		I	
5. Training				
• Willing to undertake any training connected with the post	✓		I	
6. Physical Make-up				
• Good sickness/attendance record in current/previous employment, college or school as appropriate, (not including absences resulting from disability)	✓		R	