# strode logo bwJOB DESCRIPTION

Job Title: Digital Learning Manager

Responsible to: Director of Student Services

**Job Purpose:** To lead on the digital transformation of Teaching and Learning in line with evolving platforms and tools, technologies and pedagogical approaches. To lead our responsive Learning Zone team to ensure a positive experience for students and colleagues. To ensure the College meets its obligations with regard to copyright legislation, Data Protection and GDPR.

**Key Indicator of Tasks and Responsibilities**

1. Support and lead the college to integrate new technologies into the classroom and support innovation in their use, working in partnership with the Teaching and Learning Managers, staff and students throughout the college using a cross curricular and student centred approach.
2. Be the pivotal link between the IT department, technical support teams, learning resources and the wider college to enhance teaching and learning by ensuring that all elements work together effectively towards a shared vision and common goals.
3. Develop and implement relevant policy and practice across the College around learning resources and technology in learning.
4. Deliver high quality training and support to enable colleagues to make best use of new technologies.
5. Develop an expansive network of contacts to gain insight from best practice and discover how new resources and approaches are being used in teaching and learning.
6. Keep abreast of developments in digital learning technologies and resources, library services and print services, in Further and Higher Education, to bring current and visionary thinking into the organisation.
7. Lead on e-safety for learners, inputting into Strategic Safeguarding and working with relevant teams to ensure appropriate measures and protections are in place.
8. Participate as an active member of groups and attend relevant meetings in order to drive digital learning innovation throughout the organisation.
9. Produce written proposals, plans and reports as needed in order to achieve objectives and review activity and initiatives.
10. Line manage all roles within the Learning Zone Team (Librarians, Reprographics Officer, AV Technician and Moodle Project Lead) and support them to perform highly within the College.
11. Facilitate GDPR compliance through transparent data protection policies, systems and procedures and to act as Data Protection Officer.
12. Be the expert including the processing of Freedom of Information and Subject Access Requests within legislative frameworks, providing advice and guidance as necessary.
13. Prepare and efficiently manage a budget for all areas of responsibility.
14. Lead on the development and management of Strode College Adult Leisure Courses, ensuring that programmes are high quality, relevant and lead to further learning opportunities within the College.
15. Participate in staff development and training as well as staff appraisals and quality processes.
16. Comply with the College’s policies and procedures including Health and Safety Legislation, Safeguarding Children and Vulnerable Adults (including Prevent) and Equality and Diversity.
17. Comply with the requirements of relevant data protection legislation.
18. Operate within the College’s inclusive learning ethos and to work constructively with any learning support provision.
19. Perform other duties commensurate with the post as required by the line manager.

**Person Specification**

**Essential Criteria**

**Qualifications**

* Degree or equivalent
* Recognised qualification in IT or Digital Technology

**Experience/knowledge**

* Significant relevant experience in an educational setting
* Proven track record in delivering projects / implementing new systems
* An understanding of using digital technologies in the delivery of teaching and learning.
* Strong working knowledge of current virtual learning environments (Moodle / Teams / Google for Education) and good knowledge and experience with supporting systems such as the Microsoft Suite
* A good understanding of GDPR, possibly having held the position of a DPO previously or having been closely involved.
* Experience of managing and developing staff
* Budget Management

**Special Aptitudes/Skills/ Competences**

* Absolute commitment to the vision of maintaining the outstanding status of the college with students at the centre of teaching and learning.
* An unwavering drive to support excellence in digital learning technologies and all learning resources.
* Ability to work to a high level of accuracy with attention to detail within systems and processes.
* The ability to lead, influence and communicate effectively at all levels.
* Ability to handle and manipulate data.
* Active listening skills with students, colleagues and other members of the wider College community.
* An ability to build strong professional networks
* Organised, with excellent time management

**Personal Qualities**

* Self-awareness and high levels of emotional intelligence.
* Enthusiasm and passion for specialism
* Creative thinking – solutions focused
* Ability to work with and through colleagues to achieve shared goals.

**Desirable**

* Recognised teaching qualification
* Recognised qualification in Project Management or Leadership and Management
* Curriculum design and delivery experience
* Teaching experience

**Terms and Conditions:**

1. Salary in the range £34,541-36,817 per annum, depending on qualifications and experience.
2. The post is subject to a probationary period of 6 months. This is essentially a supportive time however unsatisfactory performance may lead to the termination of contract. During the probation period 4 mandatory training units must be undertaken. The training sessions are Safeguarding, Prevent, Health and Safety and Equality, Diversity and Inclusion.
3. The successful applicant will be required to apply for an enhanced disclosure for the Disclosure and Barring Service. Further information about the Disclosure Scheme can be found at www.gov.uk/government/organisations/disclosure-and-barring-service or by contacting the information line on 03000 200 190.
4. It is a monthly paid appointment and the salary will be paid directly into a bank or building society account on the last working day of the month.
5. Annual leave entitlement: 30 days plus bank holidays + 50% of Christmas closure days (usually 3.5 days)
6. Sick leave will be in accordance with the procedures laid down by Strode College Governing Body.
7. The appointee will be brought automatically into the Local Government Pension Scheme. Contributions are 6.5% of salary.

**Interviews will take place on Wednesday 28th April 2021**

**Strode College’s mission is to be:**

***The region's first choice for high quality education and training.***

**Our strategic goals**

1. To provide outstanding education and training.
2. To sustain robust finances
3. To provide an inclusive and safe community of learning.
4. To be a rewarding and inspiring place to work.
5. To meet the education and social needs of our learners and wider community.
6. To expand our work with local and national employers.

**Our values**

**We are:**

* Ambitious and have high expectations for our students, staff and College.
* Professional and conscientious, achieving the very best results for our learners.
* An inclusive and friendly organisation with a clear focus on meeting our wider community needs.
* Genuine, honest and trusting.
* Positive with a "can do" approach, celebrating achievement and recognising success.

As an equal opportunities employer, Strode College particularly welcomes applications from those who are disabled or members of ethnic minorities since these groups are at present under-represented on the Strode staff.

Completed application forms should be returned to Carol Corbett, HR Officer, Strode College, personnel-enquiries@strode-college.ac.uk by Midnight, Sunday 18th April 2021

