

Job Description and Person Specification

Digital Innovation Lead

Team:	Digital & Learning Resources
Reports to:	Head of Digital & Learning Resources
Location:	Based at Worthing (working cross College)

Job Purpose

This post leads on the support and training of teachers in the use of EdTech to enhance the learning experience and meet learning objectives, which includes researching and utilising multiple solutions and best fit with the teachers and curriculum. The role additionally includes a collaborative approach to the creation of digital assets, sometimes beyond those in our basic college wide 'toolkit' and explore embedding these as part of blended learning strategies.

Contributing directly to the realisation of the College's digital strategy, the postholder will additionally support staff and students by leading a small team, developing and facilitating the Student Digital Leaders initiative and working closely with Quality and Learning Development.

Key Responsibilities

- Promote a culture of continuous improvement and development of teaching and learning embedding digital skills and EdTech to enhance the learning experience
- Contribute to the development of policies and best practice relating to technology enhanced learning
- Assist staff in the planning and preparation of courses using a pedagogy-first approach to include embedded digital skills and blended learning
- Design, plan and facilitate teacher development sessions, including online, across college on either 1:1 or group basis
- Horizon scanning to inform the Head of Department and Senior Management on developments and opportunities
- Design, source and share teaching and learning resources with staff using digital platforms

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- Research, advise and design, in collaboration with teaching staff and meeting curriculum needs, digital assets including interactive resources to support blended learning
- Partner on remote visits with the Learning and Development team to assist with identifying and exploring opportunities to develop digital skills and areas of best practice
- Supervise a small team of Digital Learning Designers including the creative process and outputs
- Source appropriate resources to support digital learning and administer an allocated digital learning budget
- Design and facilitate a Student Digital Leaders programme in collaboration with the enrichment team to support student co-design of resources, platforms and learning
- Collaborate with the Digital Systems Lead on the development of our digital learning platforms and planning for effective change management and training requirements
- Form partnerships and coordinate projects with other organisations for sharing good practice, creating resources and enhancing teaching and learning
- Attend meetings and external events (including facilitating presentations and panel discussions) and participate in cross-college activities to share good practice and digital developments
- Contribute to quality improvement, assurance procedures and user experience

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Role Context

Chichester College Group expects staff to:

- Work within the context of the Group's core values, code of conduct, quality requirements and continuous improvement ethos.
- Undertake their duties in accordance with Group policy and procedures, particularly with respect to:
 - Human Resources policies and procedures;
 - Equality, diversity and inclusion policies and procedures;
 - The Group's health and safety policies and procedures;
 - Safeguarding and Prevent;
 - The Group's policy on the confidentiality of data stored electronically and by other means in line with data protection legislation.
- Keep abreast of developments in their own area of expertise and undertake staff development opportunities where identified and approved, subject to funding.
- Support and uphold the Group's environmental sustainability commitment and work towards helping the Group achieve net zero carbon emissions.

Evening and weekend work may be required.

You may be required to undertake such duties as may be reasonably required of you commensurate with this grade.

Work outside the Group must not interfere with the effective delivery of your duties. Additional work requires approval by the Chief Executive Officer.

Other supporting information can be found on the Group's website.

This job description is current at the date shown below. It is liable to variation by management in consultation with you to reflect or anticipate changes in, or to, the job.

Criteria	Essential/ Desirable	Assessed
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Experience		
High level of experience and understanding of effective teaching and learning approaches using a range of learning technologies	Essential	Application Form/ Interview/ Assessment
Ability to research and quickly adopt new technologies and blended learning approaches	Essential	
Experience working in the education and digital design sector	Essential	
Experience of developing and facilitating training sessions	Essential	
Experience of facilitating development sessions as part of teacher training programmes	Desirable	
Coaching experience	Desirable	
Experienced user of cloud-based learning systems e.g. Google Workspace/MS Teams	Desirable	

Knowledge		
Knowledge of Digital developments in teaching and learning and skill requirements	Essential	Application Form/ Interview/ Assessment
Project management and problem solving skills focused around User Experience	Essential	

Qualifications		
Degree level qualification, ideally in digital learning or computer science	Essential	Application Form/ Certificates
Teaching qualification (level 5 or above)	Essential	
Trainer certification for cloud-based learning e.g. Google Workspace	Desirable	
Coaching qualification or certification	Desirable	

Skills and Abilities		
Ability to build rapport with students and staff at all levels	Essential	Application Form/ Interview/ Assessment
Ability to ask effective questions and identify learning needs and design objectives	Essential	
The ability to work on own initiative as well as possessing effective team working and leadership skills	Essential	
Skills as both a user and administrator of a cloud learning system e.g. Google Workspace are preferred	Essential	
Strong IT skills including productivity software and apps for education	Essential	

Effective communication skills both written and verbal	Essential	
Ability to collate, analyse and present data	Essential	

Attributes		
Dynamic, enthusiastic and self-motivated approach	Essential	Interview
Effective interpersonal skills and the ability to work well with people at all levels	Essential	
Commitment to developing quality learning experiences and skill development	Essential	

Other Requirements		
Satisfactorily meeting the Group’s employment checks - a Disclosure and Barring Service Check (including any relevant overseas checks), health assessment, references, qualifications and legal entitlement to work in the UK	Essential	Checks and Clearances

Any appointment is subject to the Corporation's terms and conditions of service.

Working hours per week: 37

Working weeks per year: 52

Salary range: £30,692 - £33,543 per annum

Salary progression: Salary progression is achieved through annual increments, in accordance with the Group's Performance Management Scheme.

Holiday entitlement: The annual leave year runs from 1 January to 31 December. 27 days per annum. In addition, the days between Christmas and New Year are not deducted from your leave entitlement.

Holiday restrictions: Leave cannot be taken on certain days designated by the Group, e.g. development and administration days. Leave is to be agreed in advance with the line manager. Academic staff or staff supporting teaching and learning cannot take leave during term time.

Pension scheme: Permanent and fixed term staff (regardless of how many hours they are contracted to) are automatically opted into the Local Government Pension Scheme unless they elect to opt out of the pension. The Group contributes to this scheme and the employee contribution is determined by the level of actual pensionable pay and the guidelines given by the LGPS. Alternatively the employee may opt out within the first 3 months of employment. Bank staff will be subject to auto-enrolment into the Local Government Pension Scheme ("LGPS"), based on certain qualifying criteria as determined by The Pension's Regulator. However, Bank staff may still elect to opt into the LGPS if they wish.