



ELearning Coordinator

<p>What we value at Westminster Adult Education Service</p>	<p>We are passionate about transforming lives through education and enabling our learners to realise their full potential.</p> <p>We are ambitious for our learners, staff and community, setting aspirational targets and high standards. We aim for excellence in all our teaching and learning.</p> <p>We value our stakeholders particularly our local community and strive to be agile in meeting their needs.</p>
<p>Our culture</p>	<p>We are an open and welcoming service. We create an inclusive learning and working environment for each person, treating everyone fairly and with respect.</p>
<p>Portfolio/responsibilities of this role</p>	<ol style="list-style-type: none"> 1. To lead on the implementation of the ELearning Strategy across the service working with curriculum and support staff. 2. To develop innovative solutions to teaching methods and approaches to benefit the learners. 3. To manage staff within the portfolio, conduct appraisals to ensure staff are working effectively and that training needs are identified with appropriate support provided. 4. To plan and coordinate training activities with staff to maximize the change in practice and embedding of technology solutions for learners. 5. To ensure that all solutions are learner centred and the impact on learning is at the heart of all learning solutions. 6. To lead on the development of the EILP and other learner focused software to benefit learners. 7. To review the wider services and how technology can benefit from technology to support learner engagement. 8. Liaise with partners and external stakeholders re online learning provision to ensure service needs are met and developed in line with business planning. 9. To keep up to date with technological advancements, especially those that impact directly in classroom and technology delivery methods.

	<p>10. To work with learning technology systems to ensure the systems are appropriately configured to the needs of staff and students, is robust, secure and its software is relevant and up-to-date.</p> <p>11. To lead and create opportunities to share ideas, resources and research to provide innovative ways to improve the teaching and learning through the use of the learning technologies.</p> <p>Budget Responsibilities: Staffing Up to: £40K Procurement £0 Other: In line with department budget £30K</p>
<p>What do we expect this role to achieve?</p>	<p>The success of this role will ensure that:</p> <ol style="list-style-type: none"> 1. Implementation plan of ELearning Strategy and technology developments are in line with planned expectations 2. Stakeholder feedback highly regards the service and the benefits produced 3. Training has impact in actual delivery and changes practice across the organisation 4. Staff appraisals and reviews are conducted and training identified in a timely manner and other performance related staffing 5. Review of implementation plan and ELearning Strategy is conducted termly and an annual report on developments completed 6. High quality teaching, learning and assessment
<p>Band/Salary range</p>	<p>Band 3</p>
<p>Work style</p>	<p>Agile</p>
<p>Your Line manager and team</p>	<p>Head of Quality Improvement 1 x ELearning apprentice</p>
<p>Experience</p>	<ul style="list-style-type: none"> • Previous demonstrable experience of implementing technology to benefit learners • Demonstrable experience of working with Microsoft Teams and VLEs to benefit learners • Experience of training others in the implementation of technological approaches • Experience of leading teams • Experience of teaching, learning and assessment
<p>Skills</p>	<p>The successful candidate will have demonstrable skills and abilities in relation to:</p> <ul style="list-style-type: none"> • People management • Excellent working knowledge and skills in ELearning, other technology solutions and innovation in a learning environment including Microsoft 365, etc. • Organisation of workload and time management • Both verbal and written communication

	<p>Qualifications:</p> <ul style="list-style-type: none"> • Degree or professional qualification in a chosen subject relevant to the area (Essential) • Relevant teaching qualification at level 5 • Level 2 English and numeracy (Essential) • IQA or other Assessor/IV qualifications (Desirable)
<p>Corporate standards</p>	<ul style="list-style-type: none"> • Resources / Financial management We expect you to manage delegated budgets, funding and resources in line with our processes and our Westminster Way. We would welcome your ideas on the development of outcome based commissioning models and/or income generation opportunities to help the service receive value for money. • Values and behaviours • Our values and behaviours are at the heart of everything we do. We expect you to work in this Westminster Way empowering, engaging and encouraging your teammates to deliver our corporate vision. • Compliance We expect you to ensure legal, regulatory and policy compliance in area of your specialism, identifying opportunities and risks and escalate/report where appropriate. • Equality and diversity We value equality and diversity as a city council and we want you to support and promote this in your day to day work.
<p>Additional leadership values and behaviours for managers</p>	<p>People and Service Management (Managing excellent, cost-effective service delivery.</p> <ul style="list-style-type: none"> • Driving forward performance - setting high standards, encouraging improvement and supporting the team to achieve. • Having regular team meetings and one to one conversations about performance, including difficult ones when necessary. • Developing our people and our partners - giving people the scope to do well, taking time to understand their strengths and motivations, stretching them and coaching them to achieve. • Managing budgets responsibly – planning, monitoring and adapting budgets to respond to changing priorities. Delivering the Medium-Term Plan • Working within the democratic framework - understanding the democratic process and its role in public organisations, anticipating Member needs and responding to their feedback. <p>Leadership and Engagement Inspiring the team to deliver the corporate vision, embrace change and develop opportunities.</p> <ul style="list-style-type: none"> • Delivering the corporate vision – developing and communicating a direction for my service which keeps us focused on delivering the priorities of the corporate vision and makes it central to everything we do. • Leading change - being realistic, transparent and clear on the challenges. Communicating the reasons for change and ensuring understanding. Inspiring people to get involved, to question, and to take change forward.

	<ul style="list-style-type: none">• Making difficult decisions – tackling issues proactively and finding solutions, being accountable for the decisions that have been made.• Engaging staff, communities and customers - winning strong support through effective and regular communication, collaboration and feedback.• Being commercial – creating opportunities to generate growth, income and maximise commercial potential.
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