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| **Job Title** | Learning Technology Apprentice |
| **Salary**  | Apprentice |
| **Responsible to** | Quality Improvement Manager |
| **Staff Managed: None** |
| Direct Reports: | Temps/TAC managed per annum | Project staff managed per annum | Are staff highly mobile or based on different sites? |
| No: 0 | No: 0 | No: 0 | No |
| **Budgets managed** |  n/a |  |
| **Purpose of Job** |
| To support the development and utilisation of Information Learning Technology (ILT) for teaching, learning and assessment at WAES.To assist in ensuring good use is made of Information Learning Technology for teaching, learning and assessment at WAES, within the resources available, by ensuring that WAES is aware of best and emerging practice and advances in the technology and software available.To assist in providing training to staff around learning technologies (IT). |
| **Key duties and responsibilities of role** |
| 1. To work with the Quality Improvement Manager, Advanced Learning Practitioners and Learning Technology Officer to promote the use of ILT and contribute to the online learning project and any other relevant projects.
2. To assist the Learning Technology Officer, teaching staff, managers and the IT team, to ensure that all e-learning platforms are fully utilised in all learning areas to enhance learning and attainment, and as a medium for the provision of support to students.
3. To support the Learning Technology Officer 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.
4. To work with the Learning Technology Officer, Curriculum teams and the Quality Improvement Manager to implement on-line learning, so that WAES is able to offer readily available on-line learning, formative and summative assessment.
5. To work with the Quality Improvement Manager, Advanced Learning Practitioners and Learning Technology Officer in monitoring and evaluating developments and good practice within ILT and be pro-active in ensuring that relevant managers, members of staff and groups are aware of these developments, as appropriate.
6. To support the Learning Technology Officer in the following activities across the Service
	1. creation and production of multimedia resources;
	2. manage the implementation of ILT initiatives
	3. training of staff on how to use ILT effectively for learning.
	4. supporting all departments to set up accessible learning technology platforms
	5. support the creation of imaginative contents for the learning technology platforms and liaise with all departments to ensure the platforms are used effectively
	6. creating opportunities to share ideas, resources and research to provide innovative ways to improve the teaching and learning through the use of the learning technologies
7. To assist the Marketing Team with the development electronic and digital marketing resources.
8. To assist the Quality Improvement Manager Learning Technology Officer and with the collection and evaluation of learner, staff and stakeholders views and feedback.

**PERSON SPECIFICATION** The person specification outlines what is essential for the competent performance of full duties and responsibilities of the job, including professional or specialist skills or experience required. Applicants will need to demonstrate in their supporting statement how they meet the criteria listed below.

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| Post Title: E-Learning Officer |  | **We will assess your match to the criteria from:** |
| KEY: (E) – Essential (D) - Desirable |  | Appl. Form | Tests | Inter-view | Refer-ences |
| **QUALIFICATONS/EDUCATION/TRAINING** |  |  |  |  |  |
| At least 4 GCSEs at 9-4 | E |  |  |  |  |
| IT/ICT Level 2 | E |  |  |  |  |
| **PROFESSIONAL KNOWLEDGE/UNDERSTANDING** |  |  |  |  |  |
| Good technical knowledge and ability in the field of ILT | E |  |  |  |  |
|  |  |  |  |  |  |
| **EXPERIENCE**  |  |  |  |  |  |
| Previous experience of working in an office or learning environment | D |  |  |  |  |
| **SKILLS** |  |  |  |  |  |
| Evidence of a proactive approach to sharing information and ideas. | E |  |  |  |  |
| Ability to cope with and prioritise a diverse workload. | E |  |  |  |  |
| Good communication, interpersonal skills, a positive attitude and a willingness to learn. | E |  |  |  |  |
| Be able to work flexibly and meet deadlines under pressure | E |  |  |  |  |
| Commitment to diversity, equality and inclusion for all staff and learners | E |  |  |  |  |
| **DISPOSITION/PERSONAL QUALITIES** |  |  |  |  |  |
| Good organisational and planning skills. | E |  |  |  |  |
| Self-motivated with the ability to work on own initiative, as well as part of a team.  | E |  |  |  |  |
| Willingness and ability to successfully undertake and complete a level 3 qualification apprenticeship | E |  |  |  |  |
| **KNOWLEDGE/UNDERSTANDING OF KEY POLICIES** |  |  |  |  |  |
| Commitment to Safeguarding and promoting the welfare of children and vulnerable adults. | E |  |  |  |  |
| Understanding of Safeguarding Legislation and equality and diversity within the educational sector and in relation to this post. | D |  |  |  |  |

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