

BORDERS COLLEGE

JOB DESCRIPTION

Job Title	Trainee E learning Technologist
Post Holder	
Accountable To	Jayne Gracie Assistant Principal Quality and Development
Responsible For	
Department	Quality and Development

Overall Purpose of Job

- Develop knowledge, skill and understanding of instructional design to support and deliver online teaching resources.
- Work with subject experts to develop online materials that meet learning objectives
- Support and maintain the College's Virtual Learning Environment
- Support staff in the use of learning technologies
- Assist other e learning staff on project work related to digital learning

Main Duties and Responsibilities

Use an instructional design process

- Work with subject specialists to identify learning objectives and appropriate learning solutions that align with these
- Apply instructional design theories, practice and methods.
- Create learning activities and interactive course content that enhances the learner experience
- Use appropriate writing styles to make content accessible for all
- Create learning resources using the appropriate tool
- Liaise with teaching staff to embed digital learning resources within the VLE.
- Advise on appropriate forms of e-assessment to match learning outcomes.

Organise, support and maintain the College's Virtual Learning Environment

- Monitor usage of the VLE and other learning platforms.
- Support staff on the use of supported learning technologies.

Digital Delivery and Projects

- Undertake projects as required with the support of relevant colleagues
- Maintain knowledge of relevant and emerging learning technologies.
- Liaise with the ISLT team to enable the implementation of new learning technologies and related projects
- Attendance at internal and external meetings as required

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To undertake Personal and Professional Development:

- Adopt flexible working methods to meet the changing needs of the College
- Develop and maintain high quality standards appropriate to the post
- Develop and maintain professional standards and expertise by undertaking relevant professional development
- Participate in relevant events and professional networks, representing the College as required

To demonstrate appropriate Competency and Behaviours:

- Promote and comply with legislation including Health and Safety, Equalities and Inclusion, General Data Protection Regulation, Prevent and Safeguarding
- Conduct yourself at all times in line with our college values and behaviours
- Comply with College Policies and Procedures relating to Staff and Students

You may also be required to:

- To support the work of the College in terms of recruitment, marketing and resourcing as required
- Undertake any other duties appropriate for the efficient and effective management of the College as directed

The above mentioned duties and responsibilities represent the current situation and may change over time to reflect the changing needs and requirement of the College.

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Signed Date
(Staff Member)

Signed Date
(Line Manager)

PERSON SPECIFICATION

QUALIFICATIONS		Essential or Desirable
	SCQF Level 7 in Computing or Interactive Media or equivalent experience at this level	E

KNOWLEDGE		Essential or Desirable
	Understanding of how technologies can be used to promote learning	E
	Problem solving skills and the ability to provide creative solutions	E

EXPERIENCE		Essential or Desirable
	Web development and maintenance experience	E
	A knowledge of a VLE	D

INTERPERSONAL SKILLS & ABILITIES		Essential or Desirable
	Ability to develop positive working relationships with individuals at all levels.	E
	Ability to work effectively within a team	E
	E-literate and competent in developing, administering and using PC and associated networks and systems to acquire to manipulate information.	E

OTHER ABILITIES/QUALITIES		Essential or Desirable
	Good time management & organisational skills	E
	Effective decision-making skills	E
	Good ICT skills	E
	Ability to work flexibly and effectively respond to changes	E