



Job description

Post:	Learning Technologist (fixed term for two years)	Grade:	I
Department:	Learning, Teaching and Research		
Responsible to:	Vice Principal – Head of Learning, Teaching & Research <i>This role will have regular check-ins with Norland's Moodle host, Titan, to ensure outputs are on target.</i>		

Main purpose:

- Enhance the quality of learning, teaching and research at Norland through the effective integration and support of technologies and pedagogies for synchronous and asynchronous digital, blended and online learning.
- Work collaboratively with academic and professional staff to design, implement and evaluate technology-enhanced learning experiences, promote digital innovation, and ensure an excellent experience for students, NQNs, Norlanders and staff.
- Always provide high quality customer service when dealing with email, telephone and face to face enquiries from staff, students, and external parties.
- Be a Brand Ambassador of Norland at all times.

Main responsibilities and duties:

- Collaborate with academic staff and consult with professional staff to design and co-create and develop digital, blended, online and technology-enhanced learning activities and resources, applying cutting-edge and research-informed practice.
- Support the pedagogical use of digital tools and platforms to ensure a high-quality student learning experience that promotes self-motivation, engagement, inclusivity and successful learning outcomes.
- Promote evidence-based innovation in digital pedagogy, ensuring currency with sector-wide practice, academic integrity and accessibility.
- Contribute to cross departmental projects and working groups that explore new technologies, digital literacy, and learning innovation.
- Work closely with learning technology suppliers to ensure a high-quality service for all users, and advise the Vice Principal – Head of Learning, Teaching and Research on issues and performance against agreed service targets.
- Provide first-line support and troubleshooting for learning technology.
- Support staff and students in the effective use of multimodal digital materials and tools, including VLEs, assessment platforms, video capture systems and communication tools.
- Use learning analytics to provide information on student performance and progress; and to proactively highlight issues and report on general trends.
- Work with external parties to review the extent to which learning technologies are effectively deployed, and to implement recommendations for improvement.

- Ensure compliance with data protection, accessibility and copyright legislation when using or developing digital materials.
- Evaluate emerging technologies and make recommendations on their suitability for Norland's learning, teaching and research environment.
- Design and deliver staff development sessions, workshops and resources on the effective use of digital technologies in teaching and learning.
- Provide one-to-one and group training for staff and students to build confidence and capability in digital learning.
- Support colleagues to embed digital literacy and innovation across the curriculum.
- Be part of the Operational Leadership Team (OLT) by participating and contributing to OLT meetings and be a positive role model to others.
- Work with internal departments to ensure operational procedures are fully complied with.
- Ensure that knowledge in own (and related) areas of scholarship is extended and kept up to date through research and CPD activities and informs both teaching and research activities.
- Actively develop and maintain external networks by, for example, attending professionally relevant external network events.
- Make full use of all information and communication technologies in adherence to data protection policies to meet the requirements of the role and promote organisational effectiveness.
- Conduct all financial matters associated with the role in accordance with Norland's policies and procedures, as laid out in the Financial Regulations.
- To undertake any other duties, as required from time to time.

General:

In addition to the above, the post holder will undertake assigned duties and responsibilities effectively and efficiently, ensuring that all actions are discharged within the regulatory and legislative requirements to which Norland is subject. All staff are required to:

- Have full regard for Norland's equality and diversity, health and safety and safeguarding requirements.
- Achieve individual and team targets assigned through Norland's annual planning and staff appraisal processes including taking ownership of personal development (CPD) within your role and identify personal training needs.
- Operate within approved income and expenditure budgets.
- Participate in the Norland-wide recycling programme and to engage with new strategies aimed at sustainability.
- Be subject to Norland's approved strategies, policies and procedures and undertake all duties in line with these.
- Be aware that any breach of confidentiality in relation to sensitive information, Norland staff, student or child is considered a dismissible offence.

This job description may be subject to revision, depending on the future needs of the post and the organisation. Any changes will be discussed with the post holder prior to implementation.