

The Leicestershire College

Job Description

1. Job Details

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| Job Title: | Learning Technologist |
| Department: | Digital Learning |
| Reporting To: | Digital Learning Lead |
| Competency Level: | Business Support 2 |
| Hay Grade: | G3 |
| Date of Job Evaluation: | August 2025 |
| Annual Salary (FTE): | £28,881 - £30,406 Per Annum |
| Date: | August 2025 |

2. Job Purpose

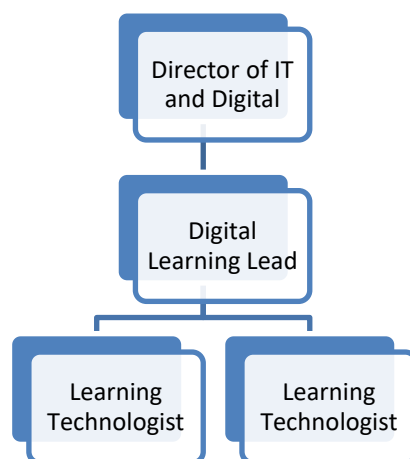
The Learning Technologist will be responsible to the eLearning Lead for supporting the implementation of the College's Digital Technology priorities and promoting the digital agenda with emerging technologies such as AI, AR, VR and other digital tools.

Building on the organisation's strong reputation for both FE and HE, the Learning Technologist will have successful experience planning, developing and implementing all aspects of the eLearning spectrum from classroom to fully online delivery.

3. Dimensions

Not applicable.

4. Organisation chart



5. Diversity and Inclusion

Loughborough College is committed to operating with Fairness, Respect, Equality, Diversity, Inclusion and Engagement at the heart of its organisation.

F – Fairness – All stakeholders to be treated fairly, consistently and equally within Loughborough College and any place associated with Loughborough College by ensuring everyone has a voice and will be listened to.

R -Respect – All stakeholders will be treated with mutual respect and decency throughout their time at Loughborough College.

E – Equality – All stakeholders will be given the same opportunities throughout their time at Loughborough College. They will be treated and are expected to treat others with the same values and behaviours in every aspect of Equality the college works towards.

D – Diversity – Loughborough College will work towards being a diverse College by ensuring all people are represented and have role models to aspire to. A diverse College will ensure better success in learning outcomes and workplace satisfaction.

I – Inclusion – Loughborough College will create an environment that is truly inclusive by celebrating everyone’s individuality and ensuring everyone is protected and safe to be their full selves.

E – Engagement – Loughborough College will ensure a more diverse and engaged workforce, student population and other stakeholders’ relationship by ensuring effective communication, representation, feedback and collaborate working of all groups, at all levels.

6. Key Responsibilities

Core Responsibilities

- To promote the College’s vision, mission and strategic objectives and to promote the values and behaviours which underpin them at all times.
- To act as an ambassador for the college in dealings with all external agencies (other colleges, funding bodies, suppliers, learners, parents and employers) and to maintain the highest standards of professional conduct.
- To promote Loughborough College and its subsidiaries as the first-choice destination for students, employers and staff alike.
- To proactively promote equality of opportunity in all aspects of the work role and to assist in the leadership and management of compliance to the agreed Health & Safety policy and practice.
- To promote a positive approach to security and discipline within the College community.

Role specific responsibilities

- To be actively involved in distance and blended learning projects, offering pedagogical, quality assurance and technical advice.
- To deliver expert advice and guidance on the best use of digital learning technologies.
- To prepare and deliver high-quality synchronous training experiences to support the college Digital Pathways development programme and to support the adoption of digital pedagogies.

- To develop high-quality asynchronous learning packages for Staff and Learners embedding digital learning in the heart of the curriculum.
- To collaborate on the development of College Digital Learning Technology systems.
- As part of the Digital Learning team continually assess and review the cross-college support mechanism for online learners to ensure effective support and troubleshooting.
- As part of a team horizon scan new technologies and evaluate the impact of on student learning and the staff teaching experiences.
- To maintain the quality and awareness of the 'Digital Learning' brand and to assist in marketing of resources.
- To liaise with external clients and project stakeholders.
- In consultation with the Digital Learning Lead, modify duties as necessary to meet new situations.

7. Key Result Areas

| Action | Result |
|---|--|
| Provide support to staff and students Via the College's communication technologies | Support all users of Digital Learning technologies to use them effectively through synchronous online systems, face to face delivery, email and the Digital Learning ticketing system. |
| Work individually and as a team to develop new or update existing Digital Learning solutions. | Ensure Digital Learning developed online training solutions are up to date, fit for. |
| Communicate effectively with other team members, College staff and third-party partners. | Ensure any solutions offered are based upon accurate information/requirements, and to maintain an effective working environment. |
| Respond to job requests via the eLearning Job Ticketing software and team email system. | Ensure team SLA is met by responding in a reasonable time and manner. |
| Follow usability and accessibility guidelines when creating and updating online eLearning content. | Ensure new/existing online resources and tools are accessible to the widest possible range of users. |

8. Key Working Relationships and Communications

Internal: Senior Learning Technologists, College Lecturing Staff, Support Staff, and Students.

External: 3rd Party support companies, Students.

9. Scope for Impact

Not applicable.

10. Competency profile

The following profile is a description of the required competencies of the role:

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|--|--|
| Working with Excellent People | Responsiveness |
| Own actions and behaviours are inspiring and engage others considering the FREDIE values. Supportive team member; forms positive working relationships in team. Effectively coordinates others in achieving a task. Communicates with accuracy; enables mutual understanding; confident presenter. | Handles change with responsiveness and adaptability. Looks for opportunities to do own job better; puts forward ideas. Always considers longer term impact of own tasks Identifies problems in own work area, collaborates with others to implement solutions. Makes good quality decisions with confidence. Consistently delivers own work on time and to standard. |
| Ensuring Financial Sustainability | Self-Awareness |
| Works efficiently; makes best use of the College's resources. Own work consistently contributes to the strategic aims of the College. | Manages own health, safety and wellbeing; complies with College policies. Monitors own behaviours, actions and words. Demonstrates self-awareness; manages own reactions; builds good relationships. |
| Delivering Excellent Quality | |
| Anticipates customer needs; prevents poor service; delivers consistently high-quality service. Enthuses others with accurate and relevant subject knowledge. Continually improves own performance and increases skills and knowledge. Understands the importance of appraising and evaluating results of online searches and be a critical user of digital technologies. | |

11. Knowledge, Skills and Experience (Person Specification)

| QUALIFICATIONS | | ESSENTIAL | DESIRABLE | HOW ASSESSED |
|--------------------|--|-----------|-----------|------------------------------|
| 1. | A degree or relevant equivalent qualification. | • | | Application/ Certificates |
| 2. | A training/teaching qualification, e.g. CET/DET or willingness to work towards a training/teaching qualification. | | • | Application/ Certificates |
| 3. | Professional qualifications in IT/Technology e.g. Microsoft Office. | | • | Application/ Certificates |
| 4. | Possess qualifications in Maths and English Levels 4-9 (GCSE Grades A-C) or equivalent. | • | | Application/ Certificates |
| EXPERIENCE | | | | |
| 5. | Have experience of training staff to use Digital pedagogies and technologies to enhance learning with the ability to pass this onto staff. | • | | Application/ Interview |
| 6. | Demonstrable excellent use of rapid Digital Learning tools such as Articulate Storyline, Adobe Captivate etc. to create asynchronous online content. | • | | Application/ Interview |
| 7. | Evidence of effective use of Learning Technologies to support curriculum delivery and staff development. | | • | Application/ Interview |
| 8. | Evidence of multimedia and design technologies e.g. Adobe Creative Suite including Photoshop, Premier etc.. | • | | Application/ Interview |
| 9. | Evidence of managing and supporting staff and students with the effective use of VLE e.g. Moodle. | • | | Application/ Interview |
| 10. | Ability to 'self-learn' the uses and application of different types of learning technologies. | | • | Interview |
| 11. | Be able to work effectively as a team member. | • | | Interview |
| SKILLS & KNOWLEDGE | | | | |
| 12. | Demonstrate a commitment to self-development. | • | | Interview |
| 13. | Demonstrate excellent communication skills. | • | | Interview |
| 14. | Show commitment to the improvement and maintenance of standards. | • | | Interview |
| 15. | Self-motivated and able to use own initiative. | • | | Interview |
| 16. | Understanding of and commitment to Equality and Diversity. | • | | Interview |
| 17. | Commitment to safeguarding and promoting the welfare of children, young people and vulnerable adults. | • | | Interview |
| 18. | Adherence and support of College policies and procedures. | • | | Interview |
| 19. | Demonstrate your understanding of diversity and inclusion. | • | | Interview |
| BEHAVIOURS | | | | |
| 20. | Promote the College's equal opportunities policy and practices. | • | | Interview |

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| 21. | Ensure the safeguarding of students. | • | | Interview |
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Notes

1. A satisfactory Enhanced Disclosure & Barring Service check is required for this post. Loughborough College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
2. As part of this role, you are expected to undertake reasonable additional duties such as Exam Invigilation, Welcoming Students and Staff onto campus, supporting with open days and promoting a safe environment across the college. This is expected of you in the post mentioned above and all other posts within the College.
3. This job description and person specification was prepared in August 2025 and may be amended in light of changing circumstances following discussion with the post holder.

12. Job Description Agreement

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|-----------------------------|--|-------------|--|
| Job Holder Signature | | Date | |
| Manager Signature | | Date | |