**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**MOULTON COLLEGE – JOB DESCRIPTION**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Job Title:** Digital Innovation and Technology Manager

**Department:** Curriculum

**Hours:** 37.5 hours per week. Weekend and evening working may be required when business needs demand.

**Responsible to:** Director of Teaching, Learning & Assessment

**Reports:** N/a

**Salary / Scale:** Management Spine - Band C £38,740.00 - £43,652.00 per annum

**Date of Issue:** January, 2024

**Organisation Chart:**

Vice Principal – Curriculum & Quality

Digital Innovation and Technology Manager

Director of Teaching, Learning & Assessment

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Aims and Purpose of the Post**
   1. To lead on the digital strategy aligned with the College’s strategic objectives.
   2. Promote the effective integration to Microsoft, ensuring accessibility and inclusivity across the College.
   3. Provide guidance and training to staff on the effective use of digital tools and technology enhanced pedagogy.
   4. Stay informed and up to date with emerging technologies within the education sector and develop fully costed proposals and plans that support the College to benefit from these technologies.
   5. Ensuring the use of digital technology platforms is compliant with General Data Protection Regulations (GDPR) legislation.
   6. To liaise with the Director of Curriculum, Director of Teaching, Learning & Assessment (TLA) and Director of Quality & Higher Education to ensure that the student experience is such that it is preparing them well for industry.
2. **Specific Responsibilities**
   1. To liaise with all stakeholders to ensure the curriculum developments are supported with the technology.
   2. To lead the ILT working group to oversee the implementation of new software, methods of working and working practices.
   3. To monitor and update the digital strategy and report to SLT and governors on progress.
   4. To support and deliver training packages to ensure the migration to Microsoft is efficient and supportive for all users.
   5. Deliver bespoke training to staff on digital tools to enhance the student experience.
   6. Network and collaborate accordingly within the sector to ensure the College is up to date and prepared for technology advancements. This could include groups such as JISC and the blended learning consortium.
   7. To liaise with the Data Protection Officer (DPO) to ensure that current and new systems are compliant with legislation.
   8. To work closely with curriculum heads of school to ensure the schools are embedding technology within the curriculum and that staff are trained appropriately.
   9. To be involved in the curriculum planning process to ensure that digital is a feature within the planning and delivery process.
   10. To deliver and support the implementation of Level 4, 5 and 6 Teaching qualifications.
   11. To develop the staff in line with the IT infrastructure developments.
   12. To promote and adhere to the College’s Safeguarding Policies and Procedures.
   13. To promote and adhere to the College’s Health & Safety Policies and Procedures.
   14. To manage student conduct in accordance with College policies.
   15. Promote the welfare of young people and vulnerable groups in all aspects of College life and to ensure safeguarding arrangements are adhered to at all times.
   16. The active promotion of and commitment to best practice in equality, diversity & inclusion.
   17. Contribute and demonstrate fully and at all times the positive promotion and role modelling of the College core values, generic competencies and professional behaviours expected of all staff employed by Moulton College.
   18. Undertake any other duties as required by the Principal and as may be reasonably expected commensurate with the post. This may include either the temporary or permanent re-deployment to an equivalent grade of post within the organisation.

This job specification represents the major tasks to be carried out by the post holder and identifies the level of responsibility at which the post holder will be required to work.   In the interests of effective working the major tasks may be reviewed from time to time to reflect the changing needs and circumstances.  Such reviews and any subsequent changes will be carried out in consultation with the post holder.  All members of staff are appointed to the College as a whole and may reasonably be asked to undertake similar or related duties in an operational area or school other than that to which they were originally appointed.

Core Benefits;

Local Government/Teachers Pension Scheme Health Cash Plan (subject to conditions)

38 days holiday (inc. bank/public holidays)\*\* 10% discount on College courses

On-site Gym Free on-site parking

Subsidised catering High Street Discounts

Cycle to Work Scheme (subject to conditions)

(\*\* Pro rata for part time)

I confirm my acceptance of the role as outlined above and agree to apply myself fully to the responsibilities of the post.

Signed (Employee);……………………………… Date;………………………………

|  |
| --- |
| **POSITIVELY PROMOTING EQUALITY, DIVERSITY & INCLUSION** |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Person Specification – Digital Innovation and Technology Manager**   |  |  |  | | --- | --- | --- | |  | **Essential** | **Desirable** | | **Qualifications** |  |  | | Educated to degree level or equivalent | X |  | | Minimum of grade C in GCSE Maths and English Language (or equivalent) | X |  | | Commitment to and evidence of CPD | X |  | | Assessor and/ or Verifier Qualification |  | X | | Diploma in Teaching & Learning (Certification in Education) or equivalent | X |  | | Masters qualification in Education or equivalent |  | X | | **Experience & knowledge** |  |  | | Experience of working in a similar role | X |  | | Excellent IT skills including good working knowledge of Microsoft | X |  | | Experience of leading within the HE / FE sector | X |  | | Outstanding teaching and learning practitioner with effective use of digital tools within the classroom | X |  | | Experience of delivering and leading on teacher education programmes | X |  | | Demonstrable contribution to driving teaching and learning improvement | X |  | | Coaching and/or mentoring experience | X |  | | Experience of leading on projects relating to digital transformation of teaching, learning and assessment |  | X | | **Personal Attributes** |  |  | | Flexible approach to work to allow for evening and weekend working. | X |  | | Excellent interpersonal skills | X |  | | Excellent written and oral communication skills. | X |  | | Excellent time management and organisational skills. | X |  | | Demonstrable hands on experience working with others to improve teaching practice | X |  | | **Safeguarding** |  |  | | Satisfactory enhanced DBS disclosure | X |  | | Displays awareness, understanding and commitment to the protection and safeguarding of children and young vulnerable adults. | X |  | | Commitment to policies on child protection, health and safety, confidentiality, student behaviour / discipline and equal opportunities | X |  | |

**NOTE;**

All candidates will be asked for proof of their eligibility to work in the UK during the interview and selection process. Tier 2 Certificates of Sponsorship are restricted by the UK Visas and Immigration Service and the position advertised above is unlikely to qualify for sponsorship. We are therefore unable to consider applications from candidates requiring Tier 2 immigration status to work in the UK at this time. For further information please visit the UK Visas and Immigration Service Website

**Appendix A ‘The Moulton Manager’**

**Delivering excellent service**

* Has a customer-centred approach
* Actively seeks feedback from a variety of stakeholders
* Shows awareness of and commitment to goals and standards

**Finding innovative solutions**

* Seeks out ideas and input
* Encourages individuals to take responsibility
* Challenges the status quo

**Embracing change**

* Adjusts to unfamiliar situations, demands and changing roles
* Sees change as opportunity
* Is receptive to new ideas

**Commercial Focus**

* Operates on business principles
* Strives to continuously improve their area(s)
* Seeks to enhance the reputation of the college

**Engaging with the big picture**

* Anticipates the future vision for the team
* Helps others see the importance and relevance of their contribution
* Understands Moulton’s strategic objectives

**Developing self and others**

* Is aware of the impact they have on others
* Provides learning and development opportunities
* Develops their skills for the future

**Working with people**

* Acts as a role model for the college
* Sets and manages priorities
* Regularly meets with individuals

**Managing self and personal skills**

* Manages change and transition
* Adopts a coaching style
* Acts with honesty and integrity

**Achieving results**

* Delivers strategic priorities and initiatives
* Is focussed on results
* Manages the performance of their team(s)

**Actively promoting and valuing Equality and Diversity**

* Values people as individuals and respects diversity
* Acknowledges and recognises individual background and beliefs
* Challenges others when they are not promoting equality and valuing diversity