



JOB DESCRIPTION	
Job Title	Assistant Learning Technologist
Department	Library and Learning Resources
Grade	D
Location	Guildhall School of Music & Drama
Responsible to	Learning Technologist
Responsible for	N/A

Purpose of Post

To support the Learning Technologist in the delivery and development of Technology Enhanced Learning (TEL) services across the whole of the Guildhall School, in particular via the Virtual Learning Environment (VLE), ePortfolio (or equivalent), O365, and the School intranet.

To be the primary point of contact for Guildhall Young Artists (GYA) Online, Guildhall Ignite, Junior Guildhall, Short Courses and other emerging business areas.

To support and train members of staff in the design and development of digital learning materials and activities, including accessibility compliance.

To assist the Learning Technologist with planned enhancements to the staff teaching experience and student learning experience and contribute to the promotion of efficiency and effectiveness of the professional support services, in line with the School's Teaching and Learning and Digital Strategies.

Main Duties & Responsibilities

1. Technical

- i. Support the Learning Technologist in maintaining and developing the VLE (currently Moodle) taking into account the needs of all the School's staff and students, in order to provide the whole School community with intelligent, integrated access to learning resources and learning technology.
- ii. Provide induction training to new staff users of the VLE, using 1-1 training, group training, and webinars, and be the first contact for help-desk type support to all internal users.

2. Educational

- iii. Assist with the design and development of learning materials and activities on the learning technology platforms used in the School, in conjunction with academic, technical, and support staff.
- iv. Promote the use of the learning technology platforms to all staff and students through the delivery of training for teaching and support staff and the production of supportive training materials in appropriate formats.
- v. Assist the Learning Technologist with the development of the School's Teaching and Learning Enhancement Strategy, in particular in terms of integrating Moodle with other TEL packages used in the School, and implementing ePortfolio software
- vi. Work collaboratively with academic and professional support colleagues to plan and implement their TEL requirements and to gather feedback to inform developments.
- vii. Support compliance with legislation concerning accessibility and usability in e-learning.
- viii. Maintain an up-to-date knowledge of developments in the field of e-learning and advise on appropriate developments and deployment of technology solutions in the performing arts disciplines.
- ix. Participate in external networking groups and professional development activities, as appropriate.

3. Liaison

- i. Act as the primary point of contact for Guildhall Young Artists (GYA) Online, Guildhall Ignite, Junior Guildhall, Short Courses, and other emerging business areas.
 - ii. Liaise with Recording & AV and IT departments on a regular basis.
 - iii. Liaise with Academic Studies colleagues to support and train teaching staff in engagement with curriculum technology.
 - iv. Liaise with professional support services colleagues and other stakeholders to support course creations, enrolments and administration.
 - v. Liaise with the cross-campus Innovation team to support and advise on learning technology issues related to short course and distance learning provision.
 - vi. Occasionally liaise with external partners and suppliers regarding service improvements.
4. Carry out all duties to a professional standard taking into account the need to maintain academic standards and the School's reputation, and meet all legal requirements.
 5. Actively seek to implement the City of London's Occupational Health and Safety Policy in relation to the duties of the post, and at all times give due regard to the health and safety of both themselves and others when carrying out their duties.
 6. Actively seek to implement the City of London's Equal Opportunity Policy and the objective to promote equality of opportunity in relation to the duties of the post.
 7. The role holder will undertake any other duties that may reasonably be requested appropriate to the grade.

PERSON SPECIFICATION	
Job Title	Assistant Learning Technologist
Department	Library & Learning Resources, Guildhall School of Music & Drama
Grade	D

Please find below the qualifications, experience and technical skills required to undertake this post. Each criterion will be assessed at application (A), interview (I) or test (T) as indicated below.

Professional Qualifications / Relevant Education & Training

- Educated to degree level or equivalent skills and experience (A, I)

Experience Required, including Budget Holding Experience (if appropriate)

- Relevant experience of supporting e-learning platforms in an HE/FE environment (A, I)
- Demonstrable abilities to administer learning technologies in a HE environment including, but not limited to, Moodle (A, I)
- Understanding of pedagogical issues in relation to e-learning (A, I, T)
- Understanding of how learning technologies support learning, teaching, and research (A, I, T)
- Understanding of excellence in customer service in an HE/FE environment (A, I, T)
- Demonstrable problem-solving skills (A, I, T)
- Demonstrable good oral and written communication skills (A, I, T)
- Ability to work as a team player (A, I)
- Ability to work collaboratively and autonomously (A, I)

Technical Skills

- Highly developed ICT skills, including understanding of and experience using: Html/code editing, Office 365 including Teams, Sharepoint, and intranet platforms (A, I, T)
- Awareness of emerging developments and trends in blended and distance learning (I, T)
- Knowledge of and experience in advising on accessibility issues for digital learning (A, I)
- Able to provide clear written documentation and support materials on the use of learning technologies in an FE/HE environment. (A, I, T)
- Ability to devise and deliver effective training and support to academic staff and students in the use of digital learning technologies, both face-to-face and online. (A, I)
- Good understanding of General Data Protection Regulations (GDPR). (A,T)

Other Relevant Information eg. working hours or desirables (only if applicable)

- Postgraduate qualification or equivalent experience in education, pedagogy or learning technologies desirable
- Interest in the performing arts and performing arts education desirable
- Working hours are 9-5 Monday to Friday with a requirement to work three of these days weekly onsite

Recruitment – Note to Applicants

The qualifications, experience and technical skills will be used in the decision making process for recruitment. Please give examples of how you have exhibited these behaviours in your previous role(s). It is essential you address the criterion marked as (A) on your application form in the section for supporting information.

Be as specific as possible, we cannot guess or make assumptions, but will assess your application solely on the information provided. Try to provide evidence, by examples, where possible, of skills, knowledge and experience contained in this person specification.

Summary of Terms and Conditions of Employment

This summary is given as a guide and is not intended to form part of an individual's contract of employment.

Salary

The salary range for this job is £41,360 – £46,050 including Inner London Weighting per annum inclusive of all allowances. This figure will be reviewed annually from 1 July in line with the pay award for other salaried staff within the City of London Corporation.

Contract

This position is offered on a permanent basis.

Hours of Work

Normal hours of work are 35 hours per week excluding lunch breaks, Monday to Friday, inclusive but the post holder shall be expected to work the hours necessary to carry out the duties of the position.

Frequency and Method of Payment

This is a monthly paid appointment and salaries are credited to a Bank or Building Society Account on the 11th of each month.

Annual Leave

There is an entitlement of 28 days annual holiday plus Bank Holiday. There are subsequent increases to entitlement to annual holiday according to length of service.

Sickness Absence and Pay

The City of London Corporation has a comprehensive Occupational Sick Pay scheme, details of which can be found in the Employee Handbook which will be made available to you upon commencement.

Pension

You will automatically be admitted to the City of London Corporation's Pension Scheme. Employees contribute between 5.5% and 12.5% of their pensionable pay to the scheme, depending on salary.

If you do not wish to join the Scheme you must make a formal declaration stating, you wish to opt out. You may contact the Pensions Office directly should you have any queries relating to the Local Government Pension scheme and your entitlements under this scheme.

Continuous Service

If you join the City of London Corporation without a break in service (subject to certain exceptions) from another body covered by the Redundancy Payments (Local Government)

(Modification) Order 1999, your service with that institution will count for the purpose of continuous service. The amount of continuous service which you have will affect your entitlement to certain contractual benefits, for example, annual leave, sick leave, and maternity leave. A full explanation of Continuous Service is contained within the Employee Handbook.

Probationary Period

You will be employed initially on a six-month probationary period. Should either party wish to terminate the employment during this period, then one week's notice will be required on either side, except for summary termination for gross misconduct.

Notice Period

One month's notice in writing by either party after satisfactory completion of probationary period.

Learning and Employee Development

The City of London provides for financial support and time off for staff to study for appropriate qualifications which relate to their duties or undertaking professional skills update training. There is also an in-house programme covering more general training needs.

Employee Volunteering Programme

The City Corporation, in line with its aims, to contribute to a flourishing society, shape outstanding environments and support a thriving economy, offers employees paid special leave time during normal hours to encourage employees to volunteer their time and skills to Volunteer Involving Organisations (VIOs) operating within the Square Mile, London and beyond.

Full-time employees may take up to 2 days or 14 hours per year in which to volunteer, between 1 January and 31 December. For temporary and part-time employees these hours are adjusted pro rata. Volunteering time can be taken in smaller bite size e.g. 2 hours a week over 7 weeks, where this can be accommodated by the City Corporation and meets the requirements of the volunteer organisation.