

The Hazeley School

JOB DESCRIPTION – Draft (June 2010)

Post:	e-Learning Manager (ICT Technical Support)
Reports to:	ICT Network Administrator
Accountable to:	Assistant Headteacher (Innovation)

Job Purpose

As a member of the ICT Network Support Team, to identify, develop, commission and manage The Hazeley School's e-learning and web-based projects; develop and maintain partnerships with all stakeholders, advisors and contractors, deliver training and support to staff and student-champions and ensure the delivery of quality products and services.

Main Duties

1. **Review:** Assess The Hazeley School's existing projects in the light of local, national and international developments and identify priority areas for existing and future e-learning development.

(Significant platforms are increasing in number and scope but currently include:

VLE - Fronter TM, MLE - TEAM TM, MIS - SIMS TM)

2. **Strategy:** Work alongside the Assistant Headteacher (Innovation) to strategically plan for and manage the initiation, development, dissemination and storage of The Hazeley School's e-learning and web based projects with internal and external teams and ensure value for money
3. **Team:** Work collaboratively with other staff, including members of the Strategic Leadership Group (SLG) Innovation, either as a contributor to projects, or in an advisory capacity to their work
4. **Pedagogy:** Working with senior teaching staff, manage the implementation of sound learning design and pedagogical practices to the development of resources
5. **Web Compliance:** Be familiar with recognised web usability and accessibility standards, and ensure they are adhered to by all Hazeley School e-learning projects.
6. **Technical Compliance:** Be familiar with recognised e-learning technical standards, and ensure they are adhered to where appropriate by The Hazeley School's e-learning projects.

7. **Evaluation:** Evaluate the effectiveness of our e-learning products on their audiences (students, staff, parents, Governors)
8. **Marketing:** Promote The Hazeley School e-learning platform, in collaboration with The Senior Marketing and PR Team.
9. **Funding:** Collaborate in the development of funding bids
10. **ICT Technical Support:** Support the work of the ICT Network manager and team .

General Duties:

1. To comply with The Hazeley School's policies and procedures and strategic vision and plans and to have a personal commitment towards their implementation.
2. To work flexibly and respond positively to changing business needs within the ICT Network Management and SLG: Innovations teams..
4. To contribute to the development of service improvements through participation and involvement in team meetings, workshops, conferences and other groups

Notes:

This draft job description describes the principal purpose and main elements of the job. It is a guide to the nature of the main duties as they currently exist but is not intended as a wholly comprehensive or permanent schedule of tasks.

PERSON SPECIFICATION

ESSENTIAL CRITERIA
Aptitude / Abilities / Skills
The ability to strategically contribute to and subsequently translate into reality The Hazeley School's vision for e-learning & virtual learning environments and the infrastructure to support it
An understanding of the principles and practice of user-centred design/product development
Excellent communications skills to include the ability to communicate effectively with a wide range of technical and non-technical staff, the ability to explain complex technical issues to non-technical audiences and to engage others in e-learning
Good listening skills, team worker with a collaborative approach to work
Ability to manage and prioritise a complex and varied workload including more generic support of the work of the ICT Network Management Team
Critical skills to implement, review and evaluate e-learning platforms, the infrastructure to support them and the training programmes to embed their use.
Critical skills required to support the maintenance & development of the local area network infrastructure
Education / Knowledge
Educated to A level, or equivalent (e.g. NVQ3), plus appropriate vocational training
Knowledge of the secondary and/or further/higher education sector
Understanding of technical ICT aspects of e-learning/virtual learning environments
Experience
Minimum 2 years' demonstrable experience of working within an e-learning context (managed learning environment/virtual learning environments/web-based e-learning platforms) etc.
Client focused and a track record of delivering e-learning materials and support services to educators and learners
Experience of accessibility issues in the spreading of knowledge to a wide range of users, e.g. carers, people with learning disabilities, people who use services and providers
Attitudes / Personal Characteristics
A clear understanding of, and commitment to, equal opportunities and diversity, and a commitment to promote high standards of conduct, integrity and probity
Self-starter with the ability to work without supervision as necessary
A demonstrable commitment to continuing professional development and to keeping up-to-date with new developments in the field of e-learning platform development and implementation.
DESIRABLE CRITERIA
Experience
Experience of similar roles in the secondary education sector
Experience of working with end users, i.e. learners, on the development of e-learning products
Understanding of pedagogical, technical and instructional design aspects of e-learning