

# BORDERS COLLEGE

## JOB DESCRIPTION

<b>Job Title</b>	E-Learning Facilitator
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<b>Post Holder</b>	
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<b>Accountable To</b>	Assistant Principal
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<b>Responsible For</b>	
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<b>Department</b>	Portfolio Area 1
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<b>Overall Purpose of Job</b>
<ul style="list-style-type: none"><li>• To apply an instructional design process to the support and delivery of online teaching resources, working with subject experts to develop online materials that meet learning objectives</li><li>• Organise, support and maintain the College's Virtual Learning Environment</li><li>• Support and train staff in the use of other supported learning technologies</li><li>• Assist and lead on project work related to digital learning</li></ul>

<b>Main Duties and Responsibilities</b>
<p>Applying an instructional design process to the support and delivery of interactive teaching resources:</p> <ul style="list-style-type: none"><li>• Work with subject specialists to identify learning objectives and appropriate learning solutions that align with these</li><li>• Apply tested instructional design theories, practice and methods through the development process from inception to delivery</li></ul> <p>Producing interactive technology-enhanced learning content and assessments:</p> <ul style="list-style-type: none"><li>• Create engaging learning activities and interactive course content that enhances the learner experience</li><li>• Use appropriate writing styles to make content accessible for all</li><li>• Create learning resources using the appropriate tool Ensure good quality of all deliverables through a thorough testing process to include usability and accessibility testing</li><li>• Liaise with teaching staff to embed digital learning resources effectively within the VLE and other platforms</li><li>• Advise on appropriate forms of e-assessment to match learning outcomes and support the development of such</li></ul> <p>Organise, support and maintain the College's Virtual Learning Environment:</p> <ul style="list-style-type: none"><li>• Monitor usage of the VLE and other learning platforms and provide management reports as required</li><li>• Support staff on the use of other supported learning technologies</li><li>• Deliver training to teaching and support staff in the use of learning technologies and other applications</li><li>• Advise HR on the use of e-learning in CPD and on the provision of digital training to staff</li></ul>

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### Digital Delivery and Projects

- Undertake project management on projects as required with the support of relevant colleagues
- Maintain and improve knowledge of relevant existing and emerging learning technologies.
- Liaise with the ISLT team to enable the implementation of new learning technologies and related projects
- Create necessary technical and training documentation for ISLT and for system users
- Co-ordinate research into digital experience and usage across the College, gathering data and producing summary reports
- Attendance at internal and external meetings as required

### To undertake Personal and Professional Development:

- Adopt flexible working methods to meet the changing needs of the College
- Develop and maintain high quality standards appropriate to the post
- Develop and maintain professional standards and expertise by undertaking relevant professional development
- Participate in relevant events and professional networks, representing the College as required

### To demonstrate appropriate Competency and Behaviours:

- Promote and comply with legislation including Health and Safety, Equalities and Inclusion, General Data Protection Regulation, Prevent and Safeguarding
- Conduct yourself at all times in line with our college values and behaviours
- Comply with College Policies and Procedures relating to Staff and Students

### You may also be required to:

- To support the work of the College in terms of recruitment, marketing and resourcing as required
- Undertake any other duties appropriate for the efficient and effective management of the College as directed

**The above mentioned duties and responsibilities represent the current situation and may change over time to reflect the changing needs and requirement of the College.**

Signed ..... Date .....  
(Staff Member)

Signed ..... Date .....  
(Line Manager)

## JOB & PERSON SPECIFICATION

<b>QUALIFICATIONS</b>	<b>Essential or Desirable</b>
SCQF Level 7 in Computing or Interactive Media	E

  

<b>KNOWLEDGE</b>	<b>Essential or Desirable</b>
Awareness of the instructional design	E
Understanding of how new technologies can be used to promote learning	D
Experience of gathering and reporting information	D
Problems solving skills and the ability to apply creative solutions	E

  

<b>EXPERIENCE</b>	<b>Essential or Desirable</b>
Instructional design experience	E
Web development and maintenance experience	D
A knowledge of Moodle or other Virtual learning Environment VLE	D
An understanding of e-portfolios	D
Experience in using Adobe Captivate, Articulate Storyline and/or Studio	D
Experience of using Wordpress, Drupal, Joomla! or similar	D

  

<b>INTERPERSONAL SKILLS AND ABILITIES</b>	<b>Essential or Desirable</b>
Ability to develop positive working relationships with individuals at all levels (internal and external) and to promote the College	E

  

<b>OTHER ABILITIES/QUALITIES</b>	<b>Essential or Desirable</b>
Effective prioritisation and organisational skills	E
Able to plan ahead and anticipate support needs	E
Capacity to work under pressure	E
Ability to work effectively within a team	E
E-literate and competent in developing, administering and using PC and associated networks and systems to acquire, manipulate and disseminate information	E
Have a strong sense of purpose and the drive to achieve agreed goals	E
Ability to maintain a tidy and organised workspace	E

  

<b>ATTITUDES AND BELIEFS</b>	<b>Essential or Desirable</b>
Commitment to continuous professional development	E
Commitment to high professional and personal standards of work and conduct	E
A personal commitment to keeping your professional knowledge up to date and improving your capabilities. Formally recording your learning to show that you are actively committed to the development of your career	E

  

<b>WORK-RELATED CIRCUMSTANCES</b>	<b>Essential or Desirable</b>
The ability to be flexible and provide support to other team members	E