Luminate
EDUCATION GROUP

Job Description

Group Member:	Harrogate College		
Job Title:	Digital Trainer		
Reports to:	Deputy Head: Digital Transformation		
Job Grade	T2	Department	Harrogate College

ROLE SUMMARY:

You'll be right at the heart of our digital transformation, helping us turn big ideas into reality. We are looking for a passionate and energetic Digital Trainer ready to ignite a new era of Teaching and Learning at Harrogate College. You will play an essential role in supporting and empowering staff and students to effectively use digital tools to enrich teaching, learning, and assessment, developing a culture of digital curiosity and experimentation across the organisation.

SPECIFIC ROLE RESPONSIBILITIES:

Driving Innovation

- Spot and test-drive new tech and AI tools, making sure we're using them in the best (and most ethical) ways for our students.
- Explore and drive the use of technologies such as virtual classrooms, immersive spaces, and multimedia tools (e.g., podcasting).
- Be the voice for 'Access by Default', making sure every digital tool we use works for everyone, with no one left behind.
- Support the development and implementation of digital innovation strategies, ensuring it is user-focused and efficient.
- Keep a finger on the pulse of the latest edtech trends, making sure what we do is backed by fresh thinking.

Staff Development and Training

- Collaborating with our teaching and support teams—offering training that builds confidence and makes digital tools feel like second nature.
- Design and deliver, in collaboration with Managers and Advanced Practitioners, comprehensive training programs and dynamic resources for staff.
- Support staff to introduce technology in their classrooms and workshops to improve the experience of our learners.

In the Classroom

- Work with teaching staff to upskill learners with new and relevant technology.
- Inspire 16-19 and adult learners to use digital means to improve their learning

experience and academic outcomes.

- Deliver innovative and engaging learning experiences for our students.
- Network and be an ambassador for digital innovation and Technology Enhanced Learning (TEL), both internally and externally.

Showcasing and Reporting

- Maximise every opportunity to share and showcase best practice across the college and Luminate group through networks, social networking, and workshops.
- Maintain records and evidence of activities undertaken to report on progress and assess impact on digital innovation within TLA.

GENERAL LUMINATE EDUCATION GROUP RESPONSIBILITIES FOR ALL STAFF:

- Maintain and update knowledge of the subject/professional area and co-operate in any staff development activities required to effectively carry out the duties of the post.
- Comply with safeguarding procedures, including the promotion of the welfare of children and vulnerable adults.
- Comply with all relevant policies and procedures.
- Act with honesty and integrity to maintain high standards of ethics and professional standards.
- Use and promote relational practice approaches.
- Comply with all legislative and regulatory requirements.
- Promote a positive image of the Luminate Education Group and member organisations.
- Any other duties commensurate with the level of the post, which may be required from time to time.
- Embody the group's values:

Kindness
Creating communities where people can be authentic and true to themselves with support, trust and guidance from those around them

Ownership
Using our robust business planning model to allow areas to have clear ownership over their vision and performance

Enjoyment
Fostering environments that enable staff and students to be brave, interact and have fun

Collaborative
Proactively seeking opportunities to create synergies and positive outcomes for all

Passion
Encouraging all to have aspiration and passion in everything they do.

Creative
Always hungry to learn and looking ahead so we can be responsive

Job Title:	Digital Trainer
Department	Harrogate College - iLearn

The specific qualifications, experience, skills and values that are required for the role are outlined below. You should demonstrate your ability to meet these requirements by providing clear and concise examples on the application form. Each criteria is marked with whether it an essential or desirable requirement and at which point in the recruitment process it will be assessed.

Methods of Assessment:

A = Application Form, I = Interview, T = Test or Assessment, P = Presentation, C= Certificate, MT = Micro Teach

Qualifications and Attainments

Essential (E) / Desirable (D)	Criteria	Method of Assessment
E	Q1. A level 5 Teaching Qualification (or equivalent).	A/C
E	Q2. English and Mathematics at Level 2 or above.	A/C
D	Q3. Relevant degree or highest professional qualification.	A/C
D	Q4. Google and/or Microsoft Certified Trainer/Coach (or equivalent) or willing to work towards.	A/I/C

Experience and Knowledge

Essential (E) / Desirable (D)	Criteria	Method of Assessment
E	EK1. Strong understanding of digital learning technologies, AI in education, and the ethical considerations of their use.	A/I
D	EK2. A proven track record of developing innovative practice in a learning environment.	A/I
E	EK3. Experience in designing and delivering engaging training and support programs.	A/I/T
D	EK4. Proficiency with Learning Management Systems (e.g., Moodle) and digital content creation/authoring tools (e.g., Articulate).	A/I
D	EK5. A proven track record in supporting staff to improve performance in TLA.	A/I/T
D	EK6. Up-to-date knowledge of educational and technological research to develop evidence-based practice.	I
D	EK7. Experience with multimedia production (video/audio) and the use of generative AI or immersive technologies (VR) in an education setting.	A/I
D	EK8. Knowledge of	A/I

	inclusive design and accessible teaching practices, with a proven ability to apply these to digital pedagogy to support diverse learner needs.	

Skills and Competencies

Essential (E) / Desirable (D)	Criteria	Method of Assessment
D	SC1. Excellent research, analytical, and problem-solving skills.	A/I/T
E	SC2. You're a great communicator who knows how to lead with empathy and bring the best out of the team.	I/T
E	SC3. You can talk 'tech' without the jargon, making complex ideas easy to grasp for everyone, no matter their digital confidence.	I/P
E	SC4. A collaborative approach and the ability to work effectively with diverse stakeholders.	A/I
E	SC5. Ability to motivate, inspire and enthuse staff and learners.	I
E	SC6. You're a natural problem-solver who tackles hurdles head-on and always looks for a way to say 'yes, we can'.	A/I/T

Behavioural, Values & Ethos

Essential (E) / Desirable (D)	Criteria	Method of Assessment
E	BV1. Commitment to safeguarding and the promotion of the welfare of children and vulnerable adults.	I
E	BV2. Commitment to the Group's values and organisational culture.	I
E	BV3. Commitment to equality, diversity, and inclusion.	I
E	BV4. Commitment to professional standards and restorative practice.	I