

Job Description

Group Member:		Harrogate College	
Job Title:		ilearn Lead	
Reports to:		Deputy Head of Digital Transformation	
Job Grade	LEG C	Department	Harrogate College

SPECIFIC ROLE RESPONSIBILITIES:

1. Ability to participate in evening/weekend work as required.

CORE RESPONSIBILITIES:

1. Lead the campus Independent Learning facilities.
2. Deliver a timetabled curriculum of learning that complements the college's vocational offer and enriches the students' educational experience.
3. Support the iLearn Programme Manager in driving the development of independent learning skills and facilitating support outside of the classroom within iLearn hubs, ILZ spaces, and across the college.
4. Enable, encourage, and support learning by utilizing the full range of college resources, including digital and online platforms, while developing students' knowledge in these areas.
5. Lead and support your team in developing innovative approaches to academic skills, digital literacy, and information literacy programmes, ensuring high-quality support and a suitable study environment within iLearn hubs.
6. Establish and maintain effective links with campus schools to coordinate teaching, resources, and support for the development of independent learning skills.
7. Lead on service-level agreements with Curriculum Schools; monitoring and reporting on progress in line with the iLearn leadership team's targets.
8. Drive the independent learning strategy to empower students to take responsibility for their own learning and assessment through the embedding of core skills within the curriculum and external study spaces.
9. Lead the development of the library catalogue and indexes, including the cataloguing, classifying, and indexing of resources.
10. Participate in the selection, acquisition, management, and evaluation of stock and learning resources.
11. Provide specialist support in the validation and review of courses and attend relevant course committee meetings.
12. Attend committees and meetings on behalf of the iLearn department.

13. Lead the development of high-quality support, training, and assessment in iLearn Hubs and ILZ spaces (including classroom settings where appropriate) to achieve successful outcomes for learners and employers.
14. Identify training needs for individuals and groups, supporting the planning and delivery of bespoke sessions and activities.
15. Ensure all assessment and delivery meets the performance and achievement targets set by the college and department.
16. Maintain and promote up-to-date knowledge of developments in learning and assessment strategies, inclusiveness, and widening participation.
17. Actively promote the development of English, maths, digital literacy, and independent learning skills with both individual students and groups.
18. Promote and support change in educational practice and learning space design to enhance pedagogical principles and maximize the use of available technology.
19. Provide robust learner progress information as required, ensuring all record-keeping is accurate and up to date.
20. Assist in the preparation, support, and invigilation of examinations across the Group.
21. Undertake any other duties specific to the department as required.

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 restorative 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

Person Specification

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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
D	Q1. Teaching qualification at level 5 (or level 3 with significant FE experience)	A / C
E	Q2. English and Mathematics and IT at level 2 or above	A / C
E	Q3. Level 3 qualification or work-related experience at an appropriate level	A / C
D	Q4. Relevant degree or highest professional qualification appropriate to the role	A / C
E	Q5. Google Educator/Trainer or willing to work towards	A / C
D	Q6. An information-based qualification or willingness to work towards.	A / C

Experience and Knowledge		
Essential (E) Desirable (D)	Criteria	Method of assessment

E	EK1.Experience in leading a team and supporting staff to improve performance and deliver excellent customer service	A/I
E	EK2. A proven track record of developing, planning, and leading the delivery of high-quality, innovative learning services.	A / I / T
E	EK3. Experience of successful staff management and the ability to inspire loyalty, ensure compliance, and the delivery of very high standards and a culture of continuous improvement.	A/I
E	EK4. Recent experience of supporting and resourcing effective learning strategies in an FE or HE environment.	A/I
D	EK5. Extensive working knowledge and experience of supporting the use of learning technologies and devices across a range of learning spaces.	A/I
E	EK6. Demonstrable experience of planning, monitoring, and deploying resources efficiently and effectively.	A/I
E	EK7. Knowledge and understanding of the sector, educational and technological pedagogy and research.	A/I
E	EK8. Extensive working knowledge and experience of cloud technologies and their use in supporting and enhancing learning (e.g., Google Apps, Extensions).	A/I/P

Skills and Competencies		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	SC1. Good organisational skills and ability to prioritise work to meet deadlines, using your own initiative.	I
E	SC2. Ability to support the growth and develop the use of independent and online learning; providing a quality service and improving outcomes.	I
E	SC3. Ability to effectively coordinate a large and diverse program of work.	I

E	SC4. Ability to work within budgetary constraints to achieve the most effective and efficient outcomes.	A/I
E	SC5. Proven communication and negotiating skills and evidence of the ability to influence others to achieve positive and mutually beneficial outcomes.	A/I
E	SC6. Creates and appreciates new ideas and perspectives, sees possibilities and challenges established practices in constructive ways, with a 'can-do attitude'	I
E	SC7. Demonstrates ability to lead and motivate others.	A/I
E	SC8. Ability to gather and interpret quantitative and qualitative data to monitor, review, and report on impact and progress of the work being done by the team.	A/I
E	SC9. Proven ability to develop effective coaching and mentoring relationships.	A/I
E	SC10. Ability to make sense of complex issues, identify and solve problems, and to be responsive. A/I E	A/I

Behavioural, Values and Ethos		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	B1. Support and promotion of equality, diversity and inclusion	A / I
E	B2. Promotion of a safe environment for children, young people and vulnerable adults to learn in	I
E	B3. Commitment to the PREVENT agenda	I
E	B4. Commitment to professional standards	I
E	B5. Commitment to restorative practice approaches	I