CORNWALL COLLEGE

Job Description

Post title:	e-Learning Facilitator (plus Learning Centre Lead)
Department:	Learning Services
Based at :	Camborne
Reports to:	Learning Resource Manager (West)
Grade/salary scale:	CC22 (£19,535)

Generic role of post:

The core day to day tasks of this post will support the use of e-learning in all forms from online study activities to supporting classroom activities using technology. As the e-Learning Facilitator, this role will provide support for staff on the campus with using technology enhanced learning as well as creating e-learning resources and supporting learners with online learning.

In addition to the support of learning technologies, this post holder will undertake a Learning Centre Lead role in the absence of the Learning Resource Manager. This will include supervising staff and ensuring that the Learning Centre always provides a brilliant and supportive service.

Specific duties:

1. Provide brilliant front of house customer service for all Learning Centre (LC) users.

e-Learning Facilitator

2. Provide brilliant support for the use e-learning in all forms (including lesson delivery and online learning).

3. Support classroom activities for multi-site delivery or e-learning / directed study / UP Skill sessions. This will include supporting the technology used as well as supporting students and ensuring engagement with learning activities (including behaviour management).

4. Be a Moodle and Technology Enhanced Learning Champion for staff on the campus and promote the benefits and uses of e-learning and technology to support learning.

5. Create online learning resources within a range of software including Moodle.

6. Work directly with teaching staff to develop their use of online learning and create a range content with and for them.

7. Deliver activities and workshop sessions to support staff and students with developing a range of digital literacy and learning skills and using college systems to support learning. College systems include, but are not limited to, Moodle, Office 365, ProMonitor, Planet eStream, learner support software and other learning tools.

8. Develop online content to support the development of digital literacy and learning (study) skills to signpost students based on specific need and for access to support off-site.

9. Take a lead on promoting eResources, including e-books and online subscriptions, across the campus.

10. Research, select, develop and manage eResources for curriculum staff as part of the acquisition of resources for learning (including e-books, free resources and paid for e-learning content).

11. To identify and investigate emerging learning technologies and software for engaging e-learning content and evaluate their potential use for the college.

12. Work with other e-learning Facilitators, Learning Resources Managers and the Head of e-Learning to plan workshops and sessions to support skills development with staff and students.

13. Use a range of technology in your day to day role to lead by example with technology use and to showcase a range of uses of technology.

14. Contribute to Group wide CPD activities to support the development of e-Learning and digital literacy skills.

15. Undertake a lead role across the Learning Centres in the field of e-learning (as agreed within the team as part of the wider e-Learning strategy).

LC Lead

16. Act as the LC Lead in the absence of the Learning Resources Manager.

17. Supervise all LC staff and ensure that core customer support cover is provided throughout the day.

18. Undertake cover for LC staff (such as during low lunch cover daily and in the event of staff absence).

19. Be the key point of contact to managers for the LC and ensure that college initiatives are implemented within the LC.

Core LC Support

20. Undertake inductions and welcome activities with students within the LC.

21. Undertake activities to promote the learning centre services including the production of promotional materials and deliver promotional activities.

22. Liaise with campus curriculum staff, locality managers and librarian for ordering and providing physical learning resources.

23. Work with other learning centre staff to promote the use of learning resources and the use of technology to support learning across the campus.

24. Liaise with IT Services to maintain the operational effectiveness of computers, printers, other equipment and software.

25. Undertake other allocated duties in support of Learning Centre activity as required.

26. Participate in appropriate staff development and training with a specific focus on supporting learning and the use of learning technologies.

Any special conditions attaching to the post:
The postholder will be based at Camborne. The postholder will be expected to travel to other sites to attend training events and meetings and to cover for holidays and sickness. An allowance will be paid to cover the costs of travel to other sites. The postholder will be expected to work flexible hours to meet service demands, some evening and weekend work will be required.

Person Specification

	Essential	Desirable
Qualifications	• Level 2 English qualification • Level 2 Maths qualification • Level 3 qualification or above (in any subject) • IT qualification or proven experience of using IT	• Teaching qualification
Skills	• Excellent IT skills and confident IT user with the ability to learn new skills independently • Ability to create online learning activities / resources using software packages	• Development of online learning packages.
Experience	• Experience of using learning technologies • Experience of working in a supervisory capacity • Experience of delivering workshops or training to individuals or groups. • Experience of using online learning systems (such as Moodle or Blackboard)	• Experience of managing staff.
Personal Attributes and Qualities	• Good team working skills. • Ability to relate to and communicate effectively with people of all ages and abilities. • Organised and methodical. • Flexible and adaptable. • Work accurately and systematically in a multi-tasking situation with frequent interruptions. • Passionate about providing an inspirational and supportive learning environment.	