

Job Description

**Post Title: Digital Developer**

**Salary Range Points: 027 – 038**

This description and covers all Digital Developer appointments.

For details of what you are expected to do in your specific post, you should speak to your Curriculum Manager.

***Job Purpose:***

* To develop and deliver learning programmes for both full time and part time students and achieve high standards in teaching and learning, progress and achievement levels.

***Duties and Responsibilities:***

* To act as an effective member of the Curriculum team to meet College targets.
* Undertake an annually agreed teaching / student contact commitment as required by the curriculum area.
* Provide sound pre-entry advice and assessment to enable appropriate effective enrolment to take place.
* Contribute to the promotional activities of the Faculty and the College positively.
* Provide cover for absent colleagues in line with College policy and procedures.
* To undertake all planning and development of student projects and assessment; curriculum administration tasks such as lesson plans, schemes of work, student project tracking and assessment, and other related duties to ensure effective delivery of the curriculum.
* Compile and be accountable for project / course administration such as registers, attendance patterns, student reports and related statistical information including reports upon agreed targets.
* Implement college policies and practices in respect of teaching, learning and student support.
* To assist in the development of learning resources to suit learner styles and advise on curriculum design and innovation.
* Organise and enable learning within agreed specialist course and curriculum areas.
* Develop and co-ordinate learning resources and the learner environment.
* Review, assess and reward students’ learning and achievement and comply with internal and awarding body standards.
* To contribute to external verification process and attend external verification activities.
* Devise, publish and regularly review learning plans and schemes of work to ensure they embrace the principals of inclusiveness.
* Ensure quality of provision through participation in the college review and evaluation process and other quality assurance processes.
* Assist in standardisation and verification of provision.
* Maintain awareness of current developments within the post holders’ specialist expertise.
* Participate in personal developmental activities negotiated through the college appraisal process.
* To advise the Curriculum Manager on current developments and resources required to deliver the curriculum.
* To fulfil any other reasonable duties commensurate with the grading of the post.

***Line Management Responsibility:***

* None

***Reports to:***

* Curriculum Manager

***Contacts (Internal and External):***

*External*

Liaise with external schools, College personnel, employers, managing agents, awarding bodies and other relevant stakeholders

*Internal*

Staff within the Faculty and other Faculties as necessary

The College central units

***Holidays:***

The basic holiday entitlement is **47** days plus 8 statutory days of which up to 5 days can be directed by management. The holiday year is from September to August.

***Health & Safety:***

To maintain a positive attitude to health & safety in carrying out personal responsibilities and to co-operate with the health & safety/local rules/codes of practice relating to health & safety matters.

***Equality & Diversity***

The College has a strong commitment to working towards the implementation of equality of opportunity in both service delivery and employment. The College’s mission and strategic objectives directly support this aim. All employees are required to actively support the development, dissemination and implementation of this aim and related policies and programmes.

***Safeguarding of Children and Vulnerable Adults***

The College is committed to safeguarding and promotes the welfare of all learners and expects its staff to share this commitment. Employment at the College is subject to an Enhanced DBS check and any post involving regulated activity will also be subject to a barred list check.

***Advisory notes:***

This job description is intended to include the broad range of responsibilities and requirements of the post. It is neither exhaustive nor exclusive but while some variations will be expected, these will be at an appropriate level for the role. This job description is a reflection of the current duties of the post and may be subject to changes in the future following consultation with the post holder.



Person Specification

*0 = No Evidence 1 = Limited Evidence 2 = Adequate Evidence*

 *3 = Substantial Evidence 4 = Significant Evidence*

Post Title: Digital Developer Applicant Number:

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|  | **ESSENTIAL / DESIRABLE** | **EVIDENCE**Application, Presentation, **Interview** | **Score at Shortlist****0-4** | **Score at interview** **0-4** |
| **Experience** | **ESSENTIAL:*** Experience of teaching and learning in FE.
* Appropriate industrial experience.
* Experience of using ICT resources.
* The ability to execute work safely and efficiently.

**DESIRABLE:*** Leadership/co-ordination experience at course level.
* Experience of curriculum planning and learning resource development.
* Experience of external liaison. Eg; awarding bodies, EV/EQA’s, funding bodies.
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| **Education & Training** | **ESSENTIAL:*** Educated to GCSE standard or equivalent this must include English and Maths.
* Subject Specific Qualification level 3 or a level above that which will be taught.
* Relevant professional updating and CPD evidence to date.
* Teaching Qualification – PGCE / Cert Ed or equivalent, working towards / willingness to undertake.

**DESIRABLE:*** A and V awards / working towards / willingness to undertake.
* Level 2 Functional Skills in Maths and English.
* Health and Safety qualifications/training.
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| **Skills/Knowledge/Abilities** | **ESSENTIAL:*** Good communication skills, demonstrating the ability to liaise effectively across the board.
* Ability to work within and lead a team of staff, yet work independently and on own initiative with minimum supervision.
* Good organisational skills, with an enthusiasm for education.
* Experience of resource development and an understanding of current developments within the specific curriculum area.
* Ability to increase recruitment, retention and achievement whilst maintaining quality standards.
* Innovative approach and style to teaching, learning and assessment.
* Ability to understand and use data.
* Must have a current driving licence and access to a vehicle for work purposes, together with the relevant insurance cover for use at work.

**DESIRABLE:** * Knowledge of FE funding frameworks.
* Proven ability to apply Quality Assurance and Quality Control mechanisms.
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| **Additional Factors** | **ESSENTIAL:*** Committed to the principles of inclusiveness and equality and diversity.
* Commitment to safeguarding and promoting the welfare of young people and vulnerable adults.
* Commitment to working in accordance with the College’s policies and procedures.
* Must be committed to and uphold the College’s corporate values.
* Commitment to participate in staff development.
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