

Job Description

(This is a description of the job as it is as present constituted. It may be necessary, from time to time, to update job descriptions to ensure that they relate to the job as then being performed. Therefore, management reserve the right to make changes to your job description, commensurate with your grade/level in the organisation, after consultation with you).

Post Title	Strategic Lead Digital Skills and Learning Innovation
Post Ref	
Reports to	Principal (with strategic responsibility for digital and remote learning)
Department	Digital Skills and Learning Innovation
Spot Salary	Attractive Salary and Negotiable Benefits
Contract	Management
Location	Any College Campus

ROLE PURPOSE

- Lead to establish and strengthen meaningful external relationships with international, national, regional and local digital related stakeholders to actively support the strategic progress of Education Partnership North East and raise its reputation as a vanguard of digital transformation
- Work closely with the Chief Executive, the lead Principal for Digital and Remote Strategy, and the wider leadership team, to advance curriculum, the digital capability of our people, and the digital aspirations of Education Partnership North East
- Lead the implementation of impressive digital, virtual innovation and Ed-tech programmes and activities to significantly benefit students within the College's digital T-level centres and more broadly across Education Partnership North East
- Develop a new 3-5 year Digital and Ed Tech Framework for Education Partnership North East, and lead its successful implementation to ensure digital transformation is conducive to inclusion, diversity and wellbeing, and to shape sustainable approaches to learning and working
- Position the value and use of Edtech data and insights to enhance the knowledge economy of leaders across Education Partnership North East and as an outcome, improved processes and systems, to support greater efficiency and transparency

KEY ACCOUNTABILITIES

Digital Skills and Learning Innovation

- Act as the organisation's most senior voice on digital learning, able to talk at both a strategic/commercial, and technical level, provide expert advice and challenge on digital learning trends and innovation to stakeholders; in doing so you will support the sustainable development of Education Partnership North East as a national and regional vanguard in digital skills
- Work closely with the executive leadership team and play a major role in enhancing external stakeholder and employer engagement to better connect and develop Education Partnership North East as a regional hub for digital and business engagement
- Lead the development of the college's T-Level digital centre(s), as Digital Incubator(s) where staff and students can develop their digital skills, use hot desk facilities, access technical resources and support, work on live projects, and connect with external stakeholders through activities such as employer led workshops, networking opportunities, master classes and boot camps
- Establish and lead an EdTech programme to introduce an enhanced Virtual Learning Environment that will be the digital platform upon which the Education Partnership North East will implement its curriculum, teaching and learning, and engagement with students
- Line manage and lead a team of cross college Ed Tech leaders and digital innovators, supporting educators to professionally develop, build digital skills in teaching and learning and to use a range of tools and platforms available to innovate teaching practice and enhance the student experience
- Lead a transformational programme to transition an overreliance on traditional learning and development delivery (such as face to face learning) to a digitally enabled blended learning offer, including e-learning and future proofed learning materials (across 16-19, adult and higher education)
- Line manage and lead the transformation and evolution of learning centres across Education Partnership North East, moving their function from the transactional to the relational; ensuring learning centre staff collaborate with curriculum and students to support and develop digital skills and information literacies
- Ensure digital transformation is conducive to inclusion, diversity and wellbeing, fully evaluating the implications of any new technology or innovation on inclusion, diversity, workload and wellbeing
- Work closely with the Chief Operating Officer to shape and secure a 3-5 year investment programme (aligned to a newly developed Digital and Ed Tech Framework) and own and manage this budget for digital development ensuring value for money and return on investment
- Mentor and lead Ed Tech specialists, digital innovators and learning centre staff to enhance their skills and increase their technical abilities, creating a high-performance team culture by setting standards in learning design, development, and other aspects of

instructional design and support

- Play a leading role in reporting and presenting expert advice, updates, strategic data and insights to the executive leadership team and governors and ensure knowledge and ed-tech insights feed into the development of Education Partnership North East as an outstanding provider of education, curriculum, teaching and learning
- Work closely with the executive leadership team to ensure high quality risk management and contingency planning to support sustainable remote education and continued learning and working for staff and students across Education Partnership North East.

GENERAL RESPONSIBILITIES

- Promote the values of the College through your personal leadership style and behaviours
- Lead transformation change and continued quality improvement with emotional intelligence, compassion and empathy
- Successfully motivate and coach staff to achieve, improve and develop to their full potential, in order to improve student and organisational outcomes
- Participate in Professional Development Conversations with your line manager and with those for whom you have line management responsibility
- Act as an ambassador for the College, contributing towards the organising of appropriate functions including enrolment and other specific events as required
- Participate in appropriate continuous quality assurance and staff development activities.
- Work at any of the College sites on a temporary or indefinite basis
- Undertake such duties as are reasonably allocated, appropriate to the grade of the post
- Take appropriate responsibility for the safeguarding and promotion of the welfare of children and/or vulnerable adults
- Uphold British Values, the college values and responsibilities with regard to equality and diversity
- Understand and adhere to college Health and Safety policies and guidelines ensuring compliance with statutory legislation

PERSON SPECIFICATION - Strategic Lead Digital Skills and Learning Innovation	Essential	Desirable	ASSESSMENT METHOD			
			Certificate	Application Documents	Reference	Selection Process
Qualifications						
Educated to Level 5 or above in a relevant subject area	✓		✓	✓		
Relevant teaching qualification or willing to work towards and achieve in the first 2 years of employment		✓				
Leadership and management qualification or willingness to work towards and obtain within 5 years		✓	✓	✓		
Minimum Level 2 qualification in Communication/Literacy/English	✓		✓	✓		
Evidence of continuous professional development relevant to the post (example - Microsoft accreditation or equivalent)	✓		✓	✓		✓
Experience						
Successfully leading, developing and building meaningful connections and partnerships with e.g. international, national, regional and local stakeholders to drive organisational reputation and engagement	✓			✓	✓	✓
Leading, managing and successfully delivering a digital learning and education function/team and/or management of an Ed-Tech service and strategy	✓			✓	✓	✓
Leading or transforming modern learning centres within further or higher education		✓		✓		✓
Leading the development and transformation of virtual learning environments and platforms	✓			✓		✓
Teaching and leading pedagogical development in teaching and learning within further and/or higher education	✓			✓	✓	✓
Implementing systems and processes to meet a variety of customer requirements	✓			✓		✓
A successful track record of leading and development the professional development of teaching and learning support staff to enhance digital skills and capabilities, and ultimately improve the	✓			✓	✓	✓

PERSON SPECIFICATION - Strategic Lead Digital Skills and Learning Innovation	Essential	Desirable		ASSESSMENT METHOD			
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student experience							
Successful budget management to lead organisational transformation and meet financial targets	✓				✓		✓
Skills and Understanding							
Strong knowledge of pedagogical theories, practices and learning methodologies	✓				✓	✓	✓
Experience of supporting the integration of digital within the intent and implementation of curriculum	✓				✓		✓
Resilient, well organised and able to work well under pressure	✓				✓	✓	✓
Ability to think strategically and to develop operational plans within area of responsibility	✓				✓	✓	✓
High level of project management and problem-solving skills, attention to detail, and strategic thinking ability	✓				✓		✓
Ability to present and discuss complex technical information and language in a way that establishes rapport, persuades others, and gains understanding and approval by non-technical staff	✓				✓		✓
Ability to set targets, evaluate outcomes, delegate effectively, manage the performance of others	✓				✓		✓
Great interpersonal skills and excellent at delivering presentations to audiences and groups of people	✓				✓		✓
Knowledge and experience of the transformational steps needed to become a Microsoft Showcase College		✓					✓
Personal Attributes							
Ability to build an effective and high performing team and lead organisational Ed Tech transformation	✓				✓	✓	✓
Passionate about excellence and inclusivity in teaching and learning and able to nurture collaborative practice, the personal	✓				✓	✓	✓

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development of others and creative thinking							
Results driven with a commitment to quality improvement, enhancement and innovation							
Building and managing collaboration and positive working relationships with others	✓				✓	✓	✓
Suitable to work with children and young people	✓			✓Criminal records check via DBS	✓	✓	✓
The ability to communicate at all levels including with national and regional stakeholders, inspectors and students	✓				✓	✓	✓
To have flexibility, creative and willing to try out new ideas	✓				✓	✓	✓
Able to show great leadership tuned into a high level of emotional intelligence	✓				✓	✓	✓
Well organised and self-motivated	✓				✓	✓	✓
Approachable, open and honest	✓				✓	✓	✓
Other							
Ability to work occasional Saturdays and evenings where reasonably required	✓						✓
Ability to drive and access to a vehicle	✓				✓		✓
Ability and willingness to travel between sites and to external meetings as required.	✓				✓		✓

**Education
Partnership**
NorthEast

H S N
Hartlepool
SixthForm Sunderland
College Northumberland
College