

ABOUT LOUGHBOROUGH UNIVERSITY

SCHOOL OF SCIENCE

LEARNING SUPPORT SPECIALIST

JOB REF: REQ15888

DECEMBER 2015

As part of the University's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.

The School of Science is comprised of the departments of Chemistry, Computer Science, Mathematical Sciences, the Mathematics Education Centre and Physics.

The Science IT team provides IT support across the School of Science. The Learning Support Specialist will lead the School to develop innovative blended learning; provide specialist support to academic staff, and others with a teaching-related remit, in the development and deployment of learning technologies within their practice; to promote the effective and efficient use of e-learning across all relevant areas of School operations. Additionally, they will work with the University e-learning team to complement support provided to the School.

JOB DESCRIPTION

Job Grade: Technical Services, Grade 6

Job Purpose: To provide expert level knowledge and practical skills to support the development and deployment of learning methods and technologies within the School of Science.

The purpose of this job description is to indicate the general level of duties and responsibility of the post. The detailed duties may vary from time to time without changing the general character or level of responsibility entailed.

Job Duties:

1. Support e-learning in the School of Science by promoting and embedding the University's e-learning Strategy and Implementation Plan at School and University level.
2. Work with the AD(T) to encourage adoption of innovative teaching and learning models which exploit online resources within the School.

3. Support and advise academic staff (and others with a teaching-related remit) on the development and delivery of pedagogic resources, including meeting the minimum module online presence and using the facilities/activities provided by the full range of centrally supported learning technologies, especially Learn.
4. Work with the Teaching staff to identify, recommend and support the uptake of new/improved methods, technologies and resources to enhance specific curriculum areas and learning outcomes.
5. Disseminate within the School and through University-level activities, effective practice related to the use of learning technologies, innovative practice and the transfer of re-usable resources in e-learning.
6. Promote and support the use/application of learning technologies within the School through the production of online and paper-based resources, and the design and delivery of presentations, quizzes, workshops and other professional development activities.
7. Engage with all areas of the University as appropriate to specify and produce innovative learning and teaching material for flexible delivery, with the particular aim of enhancing efficiency and effectiveness within the School.
8. Monitor and evaluate the use of learning technologies within the School, producing and disseminating School level management information as requested.
9. Working with the AD(T) to foster effective working relationships with key stakeholders in the School and across the University, and contribute to relevant School/University-level groups and networks.
10. In association with the AD(T) contribute to the broader work of the School by leading and contributing to initiatives, enhance the use of learning technologies within the School by the provision and development of new online resources.
11. Seek to keep abreast of new and upcoming learning technologies with particular attention to their pedagogical potential and impact.
12. Be proactive in ensuring your own continued development and participate in professional activities as agreed with the School IT Manager.
13. Support other IT Specialist staff that require expert knowledge and assistance.
14. Undertake any other duties commensurate with the nature and grade of the post which may reasonably be required by the Line Manager and the Senior Leadership Team.

Special Conditions

Hours of work will be agreed with the School IT Manager and must be consistent with the effective and efficient provision of the services provided by the team. The post holder may be required to work unsociable hours from time to time.

Organisational Responsibility

Reports To: School IT Manager

Functional Responsibility For: Learning Support Technician

Functional Link To: Associate Dean (Teaching)

Other

All staff have a statutory responsibility to take reasonable care of themselves, others and the environment and to prevent harm by their acts or omissions. All staff are therefore required to adhere to the University's Health, Safety and Environmental Policy & Procedures.

All staff should hold a duty and commitment to observing the University's Equality & Diversity policy and procedures at all times. Duties must be carried out in accordance with relevant Equality & Diversity legislation and University policies/procedures.

SCHOOL OF SCIENCE

PERSON SPECIFICATION

Job Title: Learning Support Specialist

Job Grade: Technical Services, Grade 6

	Essential	Desirable	Stage(s) to be Assessed
Experience	<p>Experience of working in the field of learning technology, distance learning and/or teaching.</p> <p>Experience of supporting the use of a Virtual Learning Environment (VLE).</p> <p>Experience of collaborative development of enhanced materials for VLE delivery.</p> <p>Experience of supporting academics/others with use of technology-enhanced learning.</p>	<p>Experience of working in Further or Higher Education.</p> <p>Experience of producing, editing and delivering digital photography/animation/audio/ video.</p> <p>Experience of online learning and producing online assessments.</p> <p>Experience of contributing to developments/ innovations in teaching, along with review and evaluation activities.</p>	All to be assessed at stages 1, 2 and 3
Qualifications and Training	A degree (or equivalent qualification).	<p>Postgraduate degree in IT, multimedia, information science or other related discipline.</p> <p>Hold/working toward a teaching/training qualification and/or recognition as Fellow/Associate of the Higher Education Academy.</p>	All to be assessed at stages 1, 2 and 3
Skills, Abilities and Personal Qualities	<p>Very strong general IT skills.</p> <p>Excellent oral communication skills, in particular the ability to explain technical systems/issues to non-technical colleagues.</p> <p>Strong written communication skills.</p>	<p>Familiarity with some/all of the range of centrally supported e-learning tools at Loughborough, notably: Turnitin/Grademark; electronic voting; automated lecture capture; screencasting; web conferencing etc.</p>	All to be assessed at stages 1, 2 and 3

Skills, Abilities and Personal Qualities	<p>Strong interpersonal skills with an ability to enthuse others. Ability to engage effectively with colleagues who carry different levels of responsibility.</p> <p>Effective presentational skills.</p> <p>Ability to design and deliver professional development workshops.</p> <p>Ability to work effectively within multidisciplinary teams.</p> <p>Ability to prioritise and manage workload on a day-to-day basis ensuring agreed schedules and deadlines are met, balancing project work and routine duties.</p> <p>Highly competent in use of standard Windows applications.</p> <p>Familiarity with Web 2.0 services.</p> <p>An understanding of how mathematical and other equations are written.</p>	<p>Ability to identify opportunities to enhance teaching and learning practice through the use of technology.</p> <p>Knowledge of novel and innovative teaching methods (e.g. flipped classroom).</p> <p>Coding skills in PHP, Flash/ Actionscript, HTML/CSS/ Javascript, LaTeX or other relevant technologies.</p> <p>Familiarity with Moodle VLE.</p> <p>Design and publishing skills for web and print (including use of Adobe Illustrator/ Photoshop or recognised equivalent).</p> <p>Experience of line managing or supervising staff.</p>	All to be assessed at stages 1, 2 and 3
Training	Demonstrate evidence of having undertaken further training.		1, 3
Other	Commitment to observing Health & Safety regulations, University's Equal Opportunities policy, and Acceptable Use policy at all times.		1, 3

Stages in Assessment: 1, Application form, 2, Selection Test, 3, Interview

Conditions of Service

The appointment will be on a full-time, open-ended contract. Salary will be on Technical Services Grade 6, £28,982 - £37,768 per annum, at a starting salary commensurate with experience and qualifications.

The appointment will be subject to the University's normal Terms and Conditions of Employment for Technical staff, details of which can be found at:

<http://www.lboro.ac.uk/services/hr/a-z/conditions-of-service.html>

The University is committed to enabling staff to maintain a healthy work-home balance and has a number of family-friendly policies which are available at: <http://www.lboro.ac.uk/services/hr/a-z/family-leave-policy-and-procedure---page.html>.

We also offer an on-campus nursery with subsidised places, subsidised places at local holiday clubs and a childcare voucher scheme (further details are available at: <http://www.lboro.ac.uk/services/hr/a-z/childcare-information---page.html>). In addition, the University is supportive, where operational needs allow, of flexible working arrangements.

We also strive to create a culture that supports equality and celebrates diversity throughout the campus. The University holds a Bronze Athena SWAN award which recognises the importance of support for women at all stages of their academic career. For further information on Athena SWAN see <http://www.lboro.ac.uk/services/hr/athena-swan>.

Informal Enquiries

Informal enquiries should be made to Shirley Horner, School of Science Senior IT Manager by email at: S.M.Horner@lboro.ac.uk or by telephone on +44 (0)1509 223075; or Chris Garrod, Operations Manager by email at: C.M.Garrod@lboro.ac.uk or by telephone on +44 (0)1509 222483.

We have a commitment to gender equality and support the Athena SWAN charter. We encourage women to apply for this position as they are under-represented. All appointments will be made on merit.

Application

Candidates are asked to specifically address the person specification when applying.

The closing date for receipt of applications is **Sunday 3rd January 2015**.
Interviews are expected to take place on the 11th or 12th of January 2016.