

**Job title:** Learning Technologist

**Reports to:** Head of Learning Technologist

**Location:** Head Office, Leigh Academies Trust

### Job purpose

Supporting Leigh Academies Trust in the development and delivery of the educational digital strategy.

- Plan: Support Academies in the development of their own digital strategy, and supporting its implementation where necessary/possible
- Provision: Researching, testing and training on software and hardware solutions that will drive quality teaching and learning practices
- Progress: Assessing the progress and needs of the Academies through formal and informal processes
- Promote: Promoting best PedTech practices across the Trust

### Key responsibilities

- Working collaboratively with the Head of Learning Technologies to implement the LAT educational digital strategy
- Developing and delivering training programmes for staff on the use of digital learning technologies to enhance their pedagogical practice.
- Staying up-to-date on the latest trends and best practices in digital learning and identifying opportunities for continuous improvement.
- Supporting the formal assessment of the effective implementation of the LAT Digital Strategy through the Digital Levels Survey, and informally through observations on academy visits.
- Supporting the development and implementation of the LAT Digital Toolkit, working with academies on software research and requests.
- Working with the relevant IT & Digital teams to ensure effective collaboration and communication.
- Producing resources (documentation, websites and video) that will support the learning community in the effective implementation of the digital strategy.
- Maintaining the Learning Technologies pages on LAT Spotlight.
- Coordinating the Digital teams across the Trust; arranging meetings, managing the Chat groups
- Developing expertise in key LAT software

### Key attributes

- An interest in using technology to innovate in the area of teaching and learning
- The ability to learn about new technologies and then train others on this
- Strong digital skills with a familiarity with common digital technologies
- Basic knowledge of how to create digital resources. Eg. Presentations, documents, videos, websites.
- Excellent communication and interpersonal skills with the ability to build strong relationships with colleagues across all levels.
- A proactive and self-motivated individual with a passion for innovation and continuous improvement.

### **Safeguarding of students and Duty of care**

All staff, regardless of role, level of seniority and location, have a responsibility to ensure the highest levels of safeguarding and promoting the welfare of our pupils, and we expect all our staff and volunteers to share this commitment. We must collectively create an environment where children feel safe to learn, play, and grow. Children should feel comfortable in their surroundings and know that they can approach any responsible adult with any problems or concerns.

All staff must be able to identify any children who are at risk of harm, and know the characteristics of abuse or neglect. If you suspect or confirm harm then it's essential you know what actions to take.

Annual safeguarding training is offered to all staff at Leigh Academies Trust, and it is the staff member's responsibility to be aware of the most up to date guidance documented in the [Keeping Children Safe in Education document \(Department of Education\)](#).

### **Notes**

The job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and may be subject to modification or amendment at any time after consultation with the holder of the post.

The duties may be varied to meet the changing demands of the academy/business unit at the reasonable discretion of the Principal/Director. This job description does not form part of the contract of employment. It describes the way the post-holder is expected and required to perform and complete the particular duties as set out in the foregoing.