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New College Durham

OUR STATEMENT OF PURPOSE

OUR VISION

New College Durham will be recognised as a leading provider of Further and Higher Education in the North East region, nationally and internationally.

OUR CONTRIBUTION

New College Durham will contribute to social, economic and environmental well-being, changing lives for the better by enabling people of all abilities to fulfil their potential in work and in the community through high quality professional, technical and general education.

OUR VALUES

Our organisation is built on a core set of values which define how we approach life. They tell us to be focused on our vision and contribution while encouraging creativity, respecting our people, and enabling them to ASPIRE and realise their potential. Our values are our DNA, what we stand for and operate as a system, reflecting and shaping our behaviours and organisational culture.

As an employer and learning organisation, we will conduct our business by following the values of 'ASPIRE':

Accountability: We accept responsibility for our actions, decisions and policies and their impact on staff, stakeholders and the environment.

Safeguarding: We maintain a safe and inclusive environment in which students can learn, achieve and progress.

Partnerships: We work in partnership with those who share our vision and values.

Inclusion: We foster an environment that ensures equality of opportunity enabling all to reach their full potential.

Respect: We treat everyone with respect, fostering trust, openness and honesty.

Excellence: We achieve and maintain high standards in everything that we do.

Issue Date: November 2026

JOB DESCRIPTION

Job Title	**Digital Learning Developer**
Grade	Support Grade F
Hours	37 hours per week (pro-rata)
Location	Framwellgate Moor Campus
Department	Teaching & Enhnaced Learning
Accountable to	Digital Learning Manager

JOB PURPOSE

The role of the Digital Learning Developer (DLD) is integral to supporting and advancing the college's Technology Enhanced Learning (TEL) initiatives. Reporting to Digital Learning Manager, the DLD will play a pivotal role in embedding digital technologies into the curriculum and fostering an innovative teaching and learning environment. This multifaceted role involves the development and maintenance of digital learning content, integration of digital tools, and collaboration with academic staff to enhance student engagement. The DLD will also contribute to the continuous improvement of digital initiatives, ensuring they align with the college's overall digital transformation objectives.

KEY RESULT AREAS

1. **Curriculum Support and Development:**

- Collaborate closely with teaching staff to integrate digital tools and resources into the curriculum, ensuring alignment with pedagogical goals.
- Assist in the design and development of digital learning materials that enhance student learning experiences and are aligned with curriculum objectives.
- Support academic staff in adapting digital content for various subjects, maintaining consistency and effectiveness across different learning environments.

2. **Training and Professional Development:**

- Conduct workshops and training sessions to enhance the digital skills and pedagogical approaches of academic staff.
- Provide ongoing support and one-on-one guidance to educators on the effective use of Technology Enhanced Learning (TEL) tools and resources, promoting continuous professional development.

3. **Project Implementation:**

- Collaborate on cross-college digital projects, such as the implementation of the Igloo learning platform and other innovative tools, ensuring successful integration into teaching and learning practices.
- Liaise with individual schools and curriculum areas, tailoring digital learning initiatives to meet their unique needs and priorities.

4. Innovation and Research:

- Stay current with trends in digital education, exploring and assessing new tools, resources, and pedagogies that could enhance the college's TEL strategy.
- Conduct research and pilot studies to evaluate the effectiveness of new digital learning approaches and technologies, recommending adjustments where necessary.

5. Curriculum Engagement:

- Work closely with curriculum managers, academic staff, and students to gather feedback on digital learning resources, ensuring that they meet the needs of all stakeholders.
- Foster a collaborative environment by encouraging the sharing of ideas, best practices, and innovations in digital learning.

6. Quality Assurance and Evaluation:

- Monitor the use and effectiveness of digital resources and tools within the curriculum, ensuring they meet quality standards and learning objectives.
- Evaluate the impact of TEL initiatives on teaching practices and student outcomes, providing reports and data-driven recommendations for continuous improvement.

7. Technical Support and Troubleshooting:

- Offer first-line technical support for digital learning tools and platforms, addressing any issues that staff or students encounter.
- Liaise with IT services to resolve more complex technical issues, minimising disruption to teaching and learning activities.

8. Digital Content Creation and Maintenance:

- Design, develop, and maintain high-quality digital learning materials, including multimedia resources and e-learning modules, ensuring accessibility and alignment with the college's digital learning objectives.
- Regularly review and update digital content to ensure relevance, accessibility, and adherence to best practices in digital pedagogy.

9. Support the integration of innovative digital approaches to improve curriculum or corporate functions, ensuring services are enhanced and are efficient.

10. Any other duties commensurate with the grade and status of the post.

GENERAL RESPONSIBILITIES

1. To promote the ASPIRE values of New College Durham
2. To ensure effective communications within and between teams, be involved in and participate in meetings, team briefings, development days, etc.
3. To engage with line manager in regular appraisals and performance reviews against agreed objectives.
4. To be responsible for actively identifying own development needs
5. Staff must take reasonable care, and be aware of their responsibilities under the Health and Safety at Work etc. Act (1974) and to ensure that agreed safety procedures are carried out to maintain a safe environment for staff and visitors to the College. Ensure, where practical, the effective application of digital skills and the ethical use of digital and AI-supported technologies relevant to the role.
6. Ensure, where practical, the effective application of digital skills and the ethical use of digital and AI-supported technologies relevant to the role.
7. Maintain awareness of emerging digital and AI developments and apply these appropriately to enhance professional practice relevant to role

VARIATION IN THE ROLE

Given the dynamic nature of the role and structure of New College Durham, it must be accepted that, as the College's work develops and changes, there will be a need for adjustments to the role and responsibilities of the post. This may include the adoption of new working practices, digital systems, and technology-enhanced or AI-supported approaches. The duties specified above are, therefore, not to be regarded as either exclusive or exhaustive. They may change from time to time commensurate with the grading level of the post and following consultation with the member of staff.

BELONGING AND INCLUSION

The College is committed to equality and diversity for all members of society. The college will take action to discharge this responsibility but many of the actions will rely on individual staff members at New College Durham embracing their responsibilities with such a commitment and ensuring a positive and collaborative approach to Belonging and Inclusion. This will require staff to support the College's initiatives on Belonging and Inclusion which will include embracing development and training designed to enhance practices and the experiences of staff, students and visitors to the College with an all-inclusive approach that celebrates differences. Failure to embrace these commitments may lead to formal action. If you as a member of staff identify how you or the College can improve its practice on Belonging and Inclusion please contact a member of the HR team on 0191 375 4024. Alternatively if you wish for any support or assistance with regards to Belonging an Inclusion, please again contact the above individual.

COMMITMENT TO SAFEGUARDING VULNERABLE GROUPS

New College Durham is committed to safeguarding & promoting the welfare of children and young people, as well as vulnerable adults, and expects all staff and volunteers to share this commitment.

ASSESSED BY KEY

1. Application form **2.** Interview **3.** On the job **4.** Skills test

In order to progress through the recruitment process, you must be able to show how you meet each of the criteria at ALL of the "assessed by" stages stated.

PERSON SPECIFICATION

Job Title: Digital Learning Developer

Knowledge & Experience	Assessed by	Essential	Desirable*
Educated to degree level (or equivalent experience)	1	✓	
Educated to degree level in the field of either learning design, digital education, educational technology or similar	1		✓
Strong understanding of Technology Enhanced Learning (TEL) tools and platforms, such as Virtual Learning Environments (VLE), AI tools, and multimedia resources.	1	✓	
Practical experience in the integration of digital technologies into teaching, learning, and assessment within an educational setting.	1		✓
Experience in collaborating with educators to design and develop digital learning materials that enhance pedagogical practices and improve student outcomes.	1/ 2		✓
Ability to collaborate with multiple stakeholders, including academic staff, curriculum managers, IT teams, and external vendors.	1		✓
Experience in designing and delivering training sessions or workshops to upskill staff in digital tools and TEL best practices.	1		✓
Ability to provide ongoing support, mentorship, and guidance to educators in their use of digital technologies for teaching.	1	✓	
Up-to-date knowledge of the latest trends and innovations in digital education, including emerging tools, resources, and pedagogies.	1	✓	
Experience conducting research, pilot studies, or evaluations of digital learning approaches, with the ability to make evidence-based recommendations for improvements.	1		✓
Experience in monitoring and evaluating the effectiveness of digital learning resources and tools, using data to inform improvements and ensure they meet educational standards and objectives.	1	✓	
Experience of having designed and developed accessible online learning content, digital activities or courses	1 / 2		✓

Experience working alongside IT teams to ensure the smooth implementation and functionality of digital tools within an educational environment.	1	✓	
Experience of creating interactive or rich-media digital content that is engaging and accessible	1 / 3	✓	
Experience of working as part of a team	2	✓	
Commitment to CPD and ensuring the safeguarding of children and vulnerable adults	1 / 2	✓	

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PERSON SPECIFICATION

Job Title: Digital Learning Developer

Skills	Assessed by	Essential	Desirable*
High level of proficiency with a range of digital learning platforms and tools (e.g., VLEs, AI tools, multimedia content creation software).	1/ 2	✓	
Ability to troubleshoot and resolve technical issues related to digital learning resources and platforms, providing first-line support when needed.	1/ 2	✓	
Competence in multimedia content creation (e.g., videos, interactive presentations) using appropriate software and tools.	2/ 4	✓	
Ability to communicate complex technical concepts clearly and effectively to non-technical users, promoting confidence in using digital technologies.	1/ 2	✓	
Experience in collaborating with cross-functional teams, ensuring the smooth integration of digital technologies into teaching and learning processes.	1/ 2	✓	
Ability to evaluate the effectiveness of digital learning initiatives, using data and feedback to assess impact and inform future developments.	1/ 4		✓
Proactive and creative approach to problem-solving, with the ability to identify challenges in digital learning implementation and find effective, innovative solutions.	1	✓	
Flexibility and adaptability in responding to evolving digital tools and educational needs.	2	✓	
Strong interpersonal skills, with the ability to build positive working relationships with academic staff, curriculum managers, IT teams, and students.	1	✓	
Excellent verbal and written communication skills, ensuring clear and effective interaction with both technical and non-technical stakeholders.	1	✓	
Keen attention to detail in developing and maintaining high-quality digital content, ensuring accuracy, accessibility, and alignment with learning goals.	1/ 4	✓	
Strong focus on quality assurance, ensuring digital resources meet established educational and technical standards.	1	✓	

Suitable to work with young people and vulnerable groups	1, 2	✓	
Confidence in using digital tools to support in the role	1 / 2 / 4	✓	

*****For the post holder to be successful in the role, all criteria within the person specification are essential, however for the purpose of recruitment some are listed as desirable as we may expect to see this skill, experience or qualification develop or be obtained once in the role.

**This criteria might be considered at the shortlisting stage.

This job description may be reviewed in light of experience, changes and developments during the on-going appraisal and performance review process.

Issue Date: Nov 2026