

## Job Description

Job Title	Director of Digital transformation and Innovation
Reports To	Vice Principal -Quality of Education
Grade	Curriculum Director
Salary	£77,943 spot salary
Location	All Campuses and College sites

## Our Vision

### Mission statement

The mission of the College is to develop the skills, confidence, and qualifications for local people to lead rich lives and build great careers.

### College Values



**Ambitious** – *We are highly ambitious for our students and staff with a relentless drive for excellence in everything we do.*



**Successful** – *We build resilience and determination to achieve great results, celebrating individual and collective success.*



**Professional** – *We foster high levels of professional standards, with an emphasis on integrity and accountability.*



**Innovative** – *We strive to be at the forefront of innovation for education, skills and employment.*



**Respectful** – *We celebrate our inclusive and diverse culture, valuing our students, staff and stakeholders.*



**Engaging** – *We are committed to developing partnerships, listening to students, staff and employers to inform our decision making.*

### Equality of opportunity

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, promoting all learners' welfare, and expects its staff to share this commitment. All posts in the College are subject to a Children's Barred List check. All posts are subject to a Disclosure and Barring Service check at Enhanced Level.

## Job Purpose

The Director of Digital transformation and Innovation will be a visionary leader responsible for advancing the digital strategy of Newham College, with a specific focus on the development of pedagogy, enhancing staff digital literacy, integrating new and emerging technologies, and overseeing the Virtual Learning Environment. The post holder will also be responsible for taking a strategic overview of digital innovation strategy and implementation.

The post holder will also work to develop an aspirational, change culture methodology at the college. The post holder will develop the organisation's overall ability to have modern, up to date IT skills, learning systems and pedagogy.

Collaborative working with stakeholders internally to achieve overarching operational and strategic goals and will work to develop strong links with industry and employers externally. The post holder will advise and report to the Executive team on technological advancements and modernity with all IT based learning.

## Key Duties and Responsibilities

### **Duties particular to the post**

#### **Pedagogical Innovation:**

- Lead the exploration and implementation of pedagogical approaches that leverage digital technologies to enhance student engagement, collaboration, outcomes.
- Collaborate with academic departments to integrate digital tools and methods into curriculum design and delivery.
- Develop the usage immersive room technology and upskill lecturers to confidently use the rooms effectively.

#### **Technology Innovation:**

- Stay abreast of new and emerging technologies relevant to the education sector, such as virtual and augmented reality, artificial intelligence, and adaptive learning platforms.
- Work collaboratively with academic and administrative units to pilot and implement innovative technology that align with the college's educational objectives.

#### **Education and Blended learning:**

- Drive the development and implementation of effective e-learning and blended learning models, ensuring a seamless integration with traditional classroom instruction.
- Collaborative with staff to create engaging and interactive online learning experiences.

**Digital Assessment and Feedback:**

- Promote the use of digital tools for assessment and feedback, ensuring a streamlined and efficient process for both staff and students.
- Collaborate with lecturers and the Quality team to explore and implement innovative assessment methodologies.

**Communication and Collaboration:**

- Cultivate strong communication and collaboration channels across departments, fostering a cohesive and supportive digital learning environment.
- Develop and communicate the strategy for Digital Innovation, in consultation with relevant staff with the school.
- Work collaboratively with faculty, staff, and the college leadership group to ensure alignment of digital strategies with organisational goals.

**Leadership and Management**

- To lead and manage a team of digital practitioners and pedagogical staff to further enhance digital learning and innovation at the college
- To operationally manage the Learning Resources teams across the college and to integrate resource-based learning in both physical, and digital formats, into learning programmes at the college
- To set appropriate KPI's for the digital and LRC teams and to develop team performance and culture appropriately, in line with college values and behaviours.

**Training and Change Culture:**

- Develop and deliver training programs for staff to enhance their digital literacy (in line with Digital Teaching Professional Framework) and pedagogical skills.
- Champion a culture of change and innovation, driving the adoption of digital solutions at all levels of the organisation including E-Learning and interactive teaching strategies.
- Develop and implement a comprehensive digital literacy programme for staff, providing training and support to ensure proficiency in the use of educational technologies.
- Foster a culture of continuous learning, encouraging staff to embrace digital tools and methodologies in their teaching practices.

**Implementation of Learning Programs:**

- Oversee the successful implementation of learning programs at an organisational level, ensuring effective integration into existing structures, systems, and processes.
- Monitor and evaluate the impact of learning programs, adjusting, as necessary.

**Solutions-Focused Approaches:**

- Approach challenges with a solution-focused mindset, identifying opportunities for improvement and innovation in the digital learning landscape.
- Collaborate with staff to address issues and proactively propose solutions to enhance the overall effectiveness of digital initiatives.

**General duties to the post:**

- Implement and adhere to college policies, mission, values, and strategic objectives.
- Take responsibility for own professional development ensuring full compliance of all internal and external training requirements.
- Ensure the safeguarding of students and British Values, Citizenship and Environmental Sustainability & Development is understood and embedded within the role.
- Understand and comply with Safeguarding legislation, ensuring that this commitment is demonstrated in all aspects of the role as appropriate.
- Further promote, develop, and embed equality of opportunity, prevent discrimination, and maximise the diversity of both staff and students.
- Ensure the Health and Safety policy and procedures are followed at all times and that good practice is embedded throughout all aspects of the role. Ensuring the required risk assessments and training is up to date.
- Participate in the college's staff learning and development and annual appraisal requirements.
- Contribute to the effective management of the college via meetings.
- Collaborate with other areas of the College as required to ensure effective delivery of cross-College programmes and partners.
- Work with other support services to meet the needs of the college on specific projects/tasks outside of your main area of work.
- Ensure all data is handled in line with the General Data Protection Regulations.
- Undertake such duties and hours of work that may be required of you commensurate with your grade, this may be at college locations or sites where the college provides a service.
- Support College initiatives and aspirations to achieve Net Zero carbon.

## Person Specification

### Qualifications

- Master’s degree in a relevant field e.g. Information Technology, Educational Technology, Pedagogy, or related discipline (E)
- Teaching qualification (E)
- Leadership and management qualification (D)

### Experience:

- A strong background in IT and educational technology, demonstrating a deep understanding of emerging technologies shaping the educational landscape.
- Significant experience with different Virtual Learning Environment (VLEs) and knowledge related to various physical hardware, applications, and cloud-based learning platforms.
- Significant experience in curriculum design and development, showcasing the incorporation of digital tools and methodologies to enhance teaching and learning.
- Familiarity with accessibility standards and a commitment to creating inclusive digital learning environments.
- Experience of managing teams of staff at an organisational level, to aimed at improving digital literacy and pedagogical skills among faculty and staff.

### Knowledge and Skills:

- Excellent communication and interpersonal skills, with the ability to effectively convey complex technological concepts to a diverse audience.
- A commitment to continuous professional development and staying abreast of advancement in educational technology.
- Knowledge of current trends and best practices in e-learning, blended learning, and the effective use of educational technologies in further education.
- Demonstrated ability to collaborate effectively with cross-functional teams, academic departments, and external partners to implement innovative educational initiatives.

## Review Details

Job Title	Director of Digital IT and Innovation
Date Created	Jamie Purser / Melissa Gomez
Date Issued to Employee by Line Manager	
Version	1