

JD 447**WEB & E-LEARNING DEVELOPER**

Responsible for:	Creating and implementing the vision for SPH Gateway aligned to SPH teaching and learning objectives; a secure online portal for students, parents and staff based on Microsoft SharePoint, including new features and support/training. Promoting innovation and transformation through the use of technology (in and beyond learning and teaching).
Consulting with:	Leadership Team
Reporting to:	Leadership Team IT Link

GENERAL DUTIES OF ALL SUPPORT STAFF

- 1 To support the school directly and/or indirectly in the fulfilment of its Catholic mission, and to identify with our Catholic/Christian ethos and behavioural standards.
- 2 To ensure prompt attendance for duty at the appointed time (see over). Colleagues are asked to avoid casual changes to the hours shown, unless these are negotiated with the line-manager and relayed to any other members of staff who may be affected by them. The working of additional hours may be a personal and voluntary matter, but when this is requested by the school, there will be an entitlement to additional pay. Term-time only staff are not required to attend for working school INSET day closures, unless by special arrangement.
- 3 To ensure any absence is reported by contacting the school on the day of absence **before 7.45am** on 01243 552055 using the answer phone, option 2. Give your name and brief details of your absence and its expected duration. On return from absence, please see the Cover Manager in order to sign back on for duty.
- 4 To sign in/out as appropriate in cases of late arrival or leaving the premises during the normal hours of working.
- 5 To be aware of and support the school's policy on Health and Safety, particularly:
 - To be aware of likely hazards, emergency procedures, first-aid provision and procedures for accident reporting.
 - To wear/use any appropriate safety clothing and equipment.
 - To report all damage, hazards and defects to the Site & Premises Manager.
 - To conduct all activities in such a way that the health and safety of pupils and colleagues are safeguarded.
- 6 To participate in the system of performance management/professional development operated by the school.
- 7 To carry out any reasonable professional request made by the Headteacher, Leadership Team or other line-manager, provided that it is compatible with prevailing conditions of service and employment law.

[SEE OVER FOR SPECIFIC DUTIES OF THE POST]

SPECIFIC DUTIES OF THE POST

Current hours per week: 37 hours. Full time

Current salary: Grade 10 pt 35 - £30,178 per annum

Purpose of the Role:

Creating and implementing the vision for SPH Gateway aligned to SPH teaching and learning objectives; a secure online portal for students, parents and staff based on Microsoft SharePoint, including new features and support/training.

Promoting innovation and transformation through the use of technology (in and beyond learning and teaching).

The Web and E-Learning manager is required to work as part of the SPH IT team and actively support the aims and ethos of SPH, reporting to the LT link for IT. The role is primarily to help create and implement the vision for the SPH gateway and to promote and support engagement from pupils, staff and parents. The wider role is also to support students learning through the use of technology. Sharepoint and classroom training will be provided if required.

Key Accountabilities:**Leadership**

- Creating and implement the vision for SPH Gateway in conjunction with the LT link for IT.
- Working with key stakeholders to understand their needs and design the gateway to effectively support the users' aims.
- Sell the vision to key stakeholders to ensure that the gateway is used effectively by each stakeholder.
- Keep up to speed with changes in e-learning technology to help inform SPH IT direction.
- Work with IT Network team to ensure that the network can support gateway features effectively including backup and security. Gateway (Microsoft Share Point) training will be provided.
- Lead, research, conceptualise and design new features in Gateway communicating new designs to the LT link for IT and implementing new features when approved.
- Design and create new accessibility and web standard compliant themes to reflect the look and feel of SPH.
- Contribute to strategic and operational committees including Governors (where required) Heads of Departments and Teaching & Learning Co-ordinators.
- Manage the security and permissions throughout Gateway to ensure users have appropriate access whilst maintaining the highest level of security and integrity of SPH data.
- Support Staff with the development of departmental and personal areas, the general day to day use of Gateway and on the integration of 3rd party components like Sims and VLE.
- Explore integration with learning tools using Share Point, Web tools, Web parts and in house code to create a highly effective Gateway solution.
- Installation, testing and deployment of 3rd party web parts into the relevant parts of Gateway.
- Produce supporting documentation, user guides, demonstrations and other training materials to assist key stake holders.
- Assist staff with the non-technical side of Gateway, (e.g. advise staff on structuring their sites and providing support with using features such as document library and forums.)
- Assist staff with uploading/creating resources on Gateway (e.g. surveys, forums, bulk uploading of files).

- Monitor and evaluate the effectiveness and impact of technology on learning, staff and student collaboration, parental engagement and communication with stakeholders.
- Conduct 'business analysis' to identify the needs of learners, teachers and support staff using problem-solving techniques and design bespoke solutions to meet the specific 'business needs' of SPH.
- Maintain confidentiality and security of all information linked to students and staff in line with current legislation and working practice guidelines and ensure compliance with legal and regulatory requirements in respect of e-learning technologies, including data protection, copyright and licensing, security and SPH policies/procedures.
- Provide support with the continued development of the SPH branding.
- Keep abreast of new technologies and issues relating to the use of technology for learning and teaching and as a tool to support the operations of SPH.

Supporting students learning

- Talk to students to sell the Gateway vision.
- From time-to-time, assist learners (students) and teacher inside and out of the classroom to support them with using technology for learning.
 - Occasionally assist teachers with delivering IT-based lessons and assist learners with developing 'higher order' IT skills, helping them become more independent successful learners.
 - Provide informal support to students to help them develop more advanced uses of IT.

Applications

- From time-to-time work on in house software development tasks especially web based application development in ASP .net (VB), SQL server and other related technologies.
- Follow project plans to help ensure deadlines are met and projects are delivered on time.

Other

- Ability to time-manage effectively on small and large scale projects, to meet deadlines and provide clear and meaningful estimates on projected timescales where appropriate.
- Meet regularly with the LT link for IT to collaborate ideas and ensure a consistent approach when meeting with departments and individuals.

Essential Skills:

A good knowledge and some practical experience in the following technologies:

- CSS (including the ability to hand code)
- HTML
- Awareness of CSS and accessibility standards
- Microsoft Office

Desirable Skills:

In addition to the above, the following skills and/or experience are desirable but are not essential:

- Graphic design including Photoshop, Illustrator, Fireworks, Freehand
- SharePoint (developer or end-user experience)
- SQL (including ability to design and hand code complex statements)
- Visual Studio or Visual Web Developer
- Data analysis and design techniques
- SQL Server

- Experience in training other users
- Programming languages such as JavaScript/jQuery and ASP .net

Competencies and Personal Qualities:

- Leadership qualities, able to inspire others and identify strategies to deliver projects effectively.
- Outstanding communication and interpersonal skills are essential, especially as part of this role involves working directly with students inside and out of the classroom;
- A good understanding of graphical user interface design, consistency, attention to detail and high standards are essential;
- Work effectively as part of a team, understanding SPH roles and responsibilities and your own position within these;
- Organised with good administration skills and highly motivated;
- Literate, numerate and ICT proficient;
- Thorough and a finisher;
- Able to work under pressure and to meet deadlines;
- Able to exercise discretion and confidentiality;
- Contribute to the overall ethos/work/aims of SPH.