St George's School of Health and Medical Sciences

City St George's, University of London

IMBAE / CTiE

Learning Technologist

Ref: 526-25-R

JOB DESCRIPTION

Post Title	Learning Technologist
Grade	CSG 6
Contract type	Fixed term – 1 Year
Responsible to	Head of Learning Technology Services
Accountable to	Head of Centre for Technology in Education (CTiE)
Responsible for	N/A
Liaises with	Colleagues in the Learning Technology Services section, Staff across CTiE, Academic Staff, Administrators, Registry Staff, and students.

Overall purpose of job

The successful candidate will join our Learning Technology Services team which provides dedicated and high-quality support for the effective operation and use of key technologies for teaching and learning at St George's. The Learning Technologist post is a key post within the Learning Technology Services section of the Centre for Technology in Education which requires expertise in the use of educational technologies for teaching and learning. You will be working with academics, learning technologists and other subject matter experts to support the design, development, and operation of courses for online and blended learning. You will understand and apply good practice in learning design and online pedagogy to support the design of engaging online courses and teaching resources.

You will work as part of a team to provide leadership, support, and guidance in the use of learning technology for teaching and learning. You will have an awareness of all the technology provided by the institution and how it can be applied for teaching and learning. You will be innovative and able to source appropriate web-based tools and resources to support

learning needs. You will provide additional support and input to other projects and tasks within the Centre for Technology in Education, supporting staff and students in the development, maintenance, and use of resources as well as adherence with changing government legislation around critical areas such as digital accessibility.

You will also provide leadership, expertise and support in the learning design process and use your knowledge of learning technology, and awareness of learning design methodologies to support the design of courses, modules and learning resources. In addition, you will champion the effective use of learning technology for teaching and learning at all levels and be a source of support and training.

1. Main Duties and Responsibilities

Learning Technology

- Support and lead (as appropriate) the business-as-usual operation of St George's learning technologies. You may be asked to take specific lead in one or more areas such as: student and staff onboarding and support, Virtual Learning Environment operations, ePortfolio and Analytics, and Data (not exhaustive).
- Support and lead (as appropriate) the implementation and embedding of the University's education principles by working with colleagues to develop module templates and good practice guidance for the creation of learning content, for use by academic and clinical teaching staff.
- Design and deliver training to academic staff and students in the effective use of learning technology for teaching and learning in various modes e.g., blended and online.
- Work collaboratively with across the centre to lead on and/or support priority projects.

Learning Design

- Support and lead (as appropriate) the implementation and embedding of the University's education principles by working with colleagues to develop module templates and good practice guidance for the creation of learning content, for use by academic and clinical teaching staff.
- Work with academic and administrative staff to ensure that online learning resources and activities are integrated into the curriculum and aligned with learning objectives.
- Support academic staff in designing course materials for student-centred learning by recommending and sourcing appropriate learning technology tools to support active learning, as well as leading the delivery of training sessions required to support staff.

General

- Where required, lead learning design and technology user groups.
- Contribute to general planning.
- Undertake personal development activities appropriate to the post.
- Fulfil other duties appropriate to the role.
- Work collaboratively with other learning technologists across the centre to lead/support priority projects.
- Provide regular reports and updates as required.

It is expected that staff working with St George's School of Health and Medical Sciences, will be involved in our mentoring and tutoring activities, as appropriate, as well as supporting admissions, student recruitment and access and widening participation activities (MMI

interviews, Open Days, school visits, clearing etc) where applicable. All academic staff are expected to act as a personal tutor.

You are also expected to undertake other activities appropriate to your grade as directed by your manager. This job description reflects the present requirements of the post. As duties and responsibilities change, the job description will be reviewed and amended in consultation with the post holder from time to time. City St George's, University of London aims to provide opportunities for all its employees to develop the skills required to be successful in their role and to further develop their careers.

St George's School of Health & Medical Sciences, University of London, is committed to the San Francisco Declaration on Research Assessment (DORA) principles.

2. Special Factors

The role holder may be required to travel to meetings and dissemination events/conferences in support of grant-funded projects and collaborations.

Person Specification

Criteria	Description	Essential/ Desirable	How it is to be tested
Qualifications	An Honours degree (or equivalent qualification or experience in relevant subject)	E	**SS1**, AF, INT
	Postgraduate qualification in appropriate field	D	AF
	Membership of relevant professional bodies e.g. CMALT and / or SFHEA / FHEA accreditation	D	AF
Knowledge / Skills	Experience with mobile, web and cross-platform learning technologies for teaching and learning e.g. Canvas VLE, lecture capture applications	E	INT
	Understanding of the role of learning technology in H.E, especially its potential impact on student experience and perceptions of teaching excellence	E	**SS2**, AF, INT, ST
	Knowledge of current educational technology theory and practice, emerging trends and technologies that support teaching and learning	E	INT
	Excellent project and task management skills with ability to work to tight deadlines	E	**SS3**, INT
	Knowledge of appropriate programming/web technologies (e.g. HTML, CSS, JavaScript) and technical standards (e.g. SCORM)	D	AF, INT
	Experience of theory-based learning design of HE courses and resources	D	**SS4**, AF, INT
	Experience of designing for and supporting the use of VLEs (preferably Canvas), and associated learning technologies	D	**SS5**, AF INT
	Willingness to work flexibly	E	INT

Personal Attributes	Ability to work to tight deadlines while maintaining quality standards through attention to detail.	E	INT
	Enthusiastic and willingness to train and develop new skills where appropriate	E	INT
	Committed to embedding practices which embrace diversity and promote equality of opportunity	E	**SS6**, INT
	Committed to Continuing Professional Development	E	INT

Key:
PQ=Prerequisite Qualification, AF=Application Form, CV=Curriculum Vitae,
SS=Selection/Supporting Statements, ST=Selection Test/Presentation, INT=Interview

Note: Elements marked SS (Supporting Statements) in the Person Specification will be highlighted in Step 6 (Supporting Statements) on the online application form. Applicants' answers to Step 6 are an essential part of the selection process. Applicants should write individual supporting statements to demonstrate how their qualifications, experience, skills and training fit each of the elements highlighted in this section.

*Applicants should address other elements of the Person Specification in Step 7 (Additional Information). Shortlisting will be based on applicants' responses to Step 6 **and** Step 7. Therefore applicants should complete both sections as fully as possible on the online application form.*

3. **Date**

January 2025

About City St George's, University of London

City St George's, University of London is the University of business, practice and the professions.

City St George's attracts around 27,000 students from more than 150 countries.

Our academic range is broadly-based with world-leading strengths in business; law; health and medical sciences; mathematics; computer science; engineering; social sciences; and the arts including journalism, dance and music.

In August 2024, City, University of London merged with St George's, University of London creating a powerful multi-faculty institution. The combined university is now one of the largest suppliers of the health workforce in the capital, as well as one of the largest higher education destinations for London students.

City St George's campuses are spread across London in Clerkenwell, Moorgate and Tooting, where we share a clinical environment with a major London teaching hospital.

Our students are at the heart of everything that we do, and we are committed to supporting them to go out and get good jobs.

Our research is impactful, engaged and at the frontier of practice. In the last [REF (2021)](#) 86 per cent of City research was rated as world leading 4* (40%) and internationally excellent 3* (46%). St George's was ranked joint 8th in the country for research impact with 100% of impact cases judged as 'world-leading' or 'internationally excellent. As City St George's we will seize the opportunity to carry out interdisciplinary research which will have positive impact on the world around us.

Over 175,000 former students in over 170 countries are members of the City St George's Alumni Network.

City St George's is led by Professor Sir Anthony Finkelstein.

St George's School of Health and Medical Sciences currently offers a range of employee benefits:

Salary:	**£42,632** pa, (pro-rated for part-time staff). The salary range for **CSG 6** is **£42,632 – £49,250** and appointment is usually made at the minimum point.
Hours:	35 hours per week which can be done flexibly in various ways or part time/job share can also be considered. Staff are expected to work the hours necessary to meet the requirements of the role and this will be dependent on the service area.
Annual leave:	30 days per annum. Plus eight UK public holidays and four days when City St George's, University of London is closed (usually between Christmas and New Year). Part time staff receive a pro rata entitlement.
Pension:	Membership of competitive pension schemes with generous employer contribution and a range of extra benefits.
	[Superannuation Arrangements of the University of London (SAUL)](#)
	[London Pension Fund Authority (LPFA)](#)
	[Universities Superannuation Scheme (USS)](#)
	[National Health Services Pension Scheme (NHSPS) (existing members only)](#)
Flexible working	Flexible working, including part-time or reduced hours of work, opportunities to work from home for many posts, compressed hours and local flexibility in agreeing start and finish times of work.
Travel	City St George's, University of London offers an interest free season ticket loan and participates in the [Cycle to Work Scheme](#).
Gift Aid	If you would like to make a tax-free donation to a charity of your choice, this can be arranged through our Payroll.
Sports and Leisure Facilities	Rob Lowe Sports Centre, situated on the St George's Healthcare NHS Trust site offers exercise facilities that can be utilised by City St George's, University of London staff.
	Within walking distance from St George's is Tooting Leisure Centre. Facilities include a swimming pool, gym and various exercise classes. The Centre offers staff an all-inclusive corporate membership. For more information please contact [Tooting Leisure Centre](#).

Shops and facilities   There are a number of shops and facilities situated on site including ATMs, student bar and shop, Pret a Manger, M&S Simply Food store, library and multi-faith room.

Informal enquiries

Informal enquiries may be made via email to: Michael Downes mdownes@sgul.ac.uk

Making an application

All applicants are encouraged to apply online at http://jobs.sgul.ac.uk as our system is user friendly and the online application form is simple to complete. Please note that CVs only will not be accepted.

For any accessibility issues please contact hrhelp@sgul.ac.uk

Closing date: **13 February 2025**

Interview date TBC. As shortlisted candidates will be notified by email, it is imperative that you provide an email address that is accessed frequently.

Please quote reference **526-25-R**

We are delighted that you are interested in working at St George's School of Health and Medical Sciences. You will be notified of the outcome of your application by email. We aim to respond to all candidates within 5 weeks of the closing date of the vacancy.