

## JOB DESCRIPTION

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<b>Job title:</b>	Learning Designer
<b>Grade:</b>	6
<b>Responsible to:</b>	Head of Digital Learning
<b>Date:</b>	August 2021

### **Job purpose**

To enable course teams and individual members of staff across all disciplines to design and redesign their courses for different modes of study, with a focus on innovative blended provision.

To support the delivery of Falmouth University's strategic aim to "...establish a clear framework for curriculum description, design, development and review and ensure that all of our courses have well-designed forms of assessment with feedback that is timely and constructive."

The Learning Designer will be part of a team to enhance quality of the blended delivery of courses and promote an inclusive learning approach that ensures that our courses, facilities, resources, teaching and expertise are available to all. The post holder will primarily support the relevant academic course teams as they embark on these processes through empowering the teams with pedagogic tools that enable course development aligned to the principles of the university's curriculum framework; enabling the academic teams to develop their courses using proven pedagogic approaches.

### **Health and safety at Falmouth University**

The University takes health and safety matters very seriously. All staff have a responsibility to take reasonable care for the health and safety of themselves and others who may be affected by their actions and omissions. They also have a duty to comply with the University's arrangements for health and safety. Staff with responsibility for others must ensure the proper enactment of University policy within their areas in line with levels of responsibility set out in the University's Health and Safety Policy.

### **Main duties and responsibilities**

1. To facilitate targeted, high-impact interventions for staff to design or re-design creative, effective, flexible, student-centred modules and programmes, working with academic and support staff as appropriate and in line with the University's Learning, Teaching and

Employability Strategy, Portfolio Strategy and the University's approach to Academic Quality and Standards.

2. To lead on the application of appropriate pedagogic design to the development of creative and successful courses in the service of enhancing the student learning experience.
3. To evaluate the impact of research to practice in the field of course design in relation to student learning and the student experience.
4. Advise staff and promote the use of technologies in the context of course re-design and assessment
  - a. Act as an Digital Learning advisor, engaging in active discussions with academic staff about course design and subsequent technology integration into core teaching practice
  - b. Support academics in the design and re-design of courses and assessments.
  - c. Work with others to evaluate the use of specific technologies, and disseminate this information effectively across the institution and externally.
  - d. Actively engage with Schools in the promotion of technologies that are unfamiliar to them, and work with the Learning Technologists to advise staff and students on their use
5. To disseminate and transfer understanding of research and practice into departments and schools across the institution.
6. To represent the Digital Learning team within and outside the University.
7. To undertake other teaching, training, research and administrative activities commensurate with this grade as required.
8. To undertake evidence-based evaluation to feed into the University's online, blended and distance provision.

## **General duties and responsibilities**

1. To work within and actively support the equality and diversity policies and practices of Falmouth University.
2. To notify a more senior member of staff of any errors or concerns at the earliest opportunity.
3. To participate in the annual Performance Development Review process.
4. To ensure that the university's cross-cutting themes of partnership, equality and diversity and sustainability inform all activity related to the role.
5. To ensure communications systems and practices support effective management arrangements and promote good relations with staff and students.
6. To work within a framework of effective governance, ensuring compliance with relevant regulations, legislation/policies and procedures.
7. To be responsible for your own continuing self-development.
8. To undertake other duties not specifically stated above, which from time to time are necessary for the effective performance of the University's business without altering the nature or level of responsibility involved.

## **Health & safety requirements**

In relation to health and safety, you are responsible for ensuring that:

- You comply with safe systems of work in operation within your work area.
- You work co-operatively with other staff who have responsibility for health and safety requirements.
- You report any health and safety concerns to your manager or other responsible member of staff as soon as these are identified.
- You attend training as appropriate to your role (see the relevant health and safety training grid for requirements).
- You may be required to undertake duties as a first aider (for which a separate allowance is paid).

**PERSON SPECIFICATION**

**Job title:** Learning Designer

Attributes	Essential requirements	Desirable requirements
<p><b>Education and Qualifications</b></p>	<p>Graduate or equivalent level of qualification or equivalent extensive experience.</p>	<p>Postgraduate qualification in a relevant discipline.</p> <p>Associate fellowship of HEA and/or CMALT practitioner.</p>
<p><b>Experience and Knowledge</b></p>	<p>Well-evidenced knowledge and understanding of the design of pedagogic and assessment processes.</p> <p>Knowledge and understanding of current course design practice, toolkits, and approaches for UG and PG pathways covering various modes of study (campus-based, online, blended).</p> <p>Experience of running course design workshops that equip academic teams with appropriate tools and skills to design learning activities that align to curriculum principles.</p> <p>High level of skill in presenting complex ideas about online and blended learning and innovation to diverse audiences.</p> <p>An excellent, evidence-based track record of using appropriate learning technologies in learning and teaching, for different modes of study.</p> <p>Broad portfolio of learning and teaching experience at different levels, including CPD and staff development.</p> <p>Experience of ability to communicate and liaise effectively both internally and externally – verbally and in writing, face-to-face and online.</p>	<p>Evidence of current and relevant research activity in the fields of designing for learning, learning innovation or learning technology, including conference papers or journal articles.</p> <p>Demonstrable understanding of current thinking and developments in, and professional recognition of, learning and teaching practice (eg.UKPSF).</p> <p>Evidence of knowledge and understanding of grade criteria, subject benchmarks, quality assurance and enhancement.</p> <p>Evidence of contributing to established networks in the area of Learning and Teaching, both nationally and internationally.</p> <p>Own experience as an online learner.</p>

	<p>Excellent digital literacy skills.</p> <p>Excellent administration and organising skills.</p> <p>Experience of teaching online with Moodle or similar virtual learning environments.</p>	<p>Strong project management skills.</p> <p>Fellowship of the HE Academy.</p>
<p><b>Skills and Personal Requirements</b></p>	<p>Good knowledge of systems and processes in UK HE.</p> <p>Good communication and negotiation and persuasion skills.</p> <p>A commitment to the delivery of a quality student experience.</p> <p>An ability to work to quickly changing deadlines.</p> <p>Ability to work without supervision and prioritise a variety of tasks.</p> <p>Ability to manage a varied and demanding workload.</p> <p>Excellent interpersonal and communication skills.</p>	<p>A creative approach to problem solving.</p>