

Job Description: Junior Digital Learning Designer

Reports to: Training and Events Programme Manager

Location: West London – currently operating an agile working policy with two core days (Mon and Weds) in the office

Contract: FTC (2 years with potential to extend)

Pattern: Full Time (standard hours 9am – 5.30pm)

Salary: £28,000 to £32,000 (depending on experience)

About the role:

It is an exciting time to join the Ark Institute team. Ark Institute is the centre of excellence for professional development for Ark Schools. We design and deliver pioneering development programmes to develop all ~4000 colleagues across the entire organisation. From our Ofsted 'Outstanding' initial teacher training programme; to our transformative approach to developing teachers and leaders and the central team; to our mission-driven apprenticeship and operations offer as well as delivery of golden thread qualifications. We also work with over 200+ schools nationally via the work of our Teaching School Hub and strategic partnerships.

We are looking for someone with interest and some experience in digital learning design/production looking to develop further. They would:

- Support teams within the Ark Institute by creating engaging, high quality digital learning for our bespoke learning platform for the benefit of all staff across our network
- Support with the management and development of our learning management system
- Support with championing digital learning across the organisation
- Undertake a 19-month Level 5 Digital Learning Designer Apprenticeship Programme

The Junior Digital Learning Designer sits at the heart of our team and will be instrumental in our exciting plans of expanding our digital learning offering and improving our learning management system. We will provide a significant investment in your development and support you through a formal apprenticeship programme with an external training provider as part of the role and will fund the training programme cost of £16,000.

The Junior Digital Learning Designer will draw on the content expertise of multiple stakeholders across the organisation and apply digital learning best practice to produce high quality and engaging eLearning courses as well as seek ways to improve how we use our LMS and engage and support others within the organisation to create learning solutions.

Key Responsibilities:

The role will be split generally into three areas:

Support teams within the Ark Institute by creating engaging, high quality digital learning content (50%)

- Work with subject matter experts and senior stakeholders to understand needs and facilitate the creation of digital learning solutions
- Create engaging, high quality digital learning for our bespoke learning platform for the benefit of all staff across our network using rapid authoring tools such as Rise, Articulate, Vyond and others
- Film, produce and edit training videos to support our learning offer
- Production of materials such as infographics and other documents to be included in digital learning solutions
- Explore and implement ways of improving the layout and design of existing courses
- Support with the evaluation of the effectiveness of our digital learning offer

Support with the management and development of our learning management system (30%)

- Support with the administration of the platform alongside other members of the team by:
 - Uploading of resources, creation of events, networks and learning pathways
 - Creating, assigning roles/permissions and disablement of users on the platform,
 - Producing reports and monitoring user engagement with the platform in general as well as with individual resources/programmes.
- Assigning compulsory/required courses to relevant groups and ensuring those are completed in the timeframes required with support from other team members during busy periods
- Keep track of and review user feedback and issues identified to maintain and update the platform Help and Troubleshooting Guides
- Support with the yearly review process of digital content and update content as required
- Keep up to date with the latest features within the learning platform and external technology/platforms that could improve user experience
- Support with scoping and implementation of new platform feature developments – learning pathways, study guides, etc

Champion Digital Learning across Ark (20%)

- Support with growing a Digital Learning Champions (individuals outside the learning team with responsibilities to produce digital content in their area of expertise) network within the organisation
- Support Digital Learning Champions by training, troubleshooting, problem-solving and providing guidance where lack of time and expertise in digital learning design is a barrier to the creation of excellent learning solutions on the learning platform
- Stay up to date with the latest digital learning technology trends and theory and keep Digital Learning Champions and Subject Matter Experts updated
- Get involved with any other projects as directed by line manager/Head of Team

Be an active participant and complete a 19-month Level 5 Digital Learning Designer Apprenticeship (on and off-the-job learning)

- Commit to an average of 6 hours per week focused on apprenticeship development throughout the length of the programme
- Attend all in-person and virtual sessions, as well as any other live programme requirements
- Complete any pre and post-session coursework/homework
- Ensure any other on the job learning requirements of the programme are met
- Complete and submit any assessment/presentation elements of the programme

Person Specification: Junior Digital Learning Designer

Qualifications

- GCSE in Maths and English (or equivalent) with a grade of A*-C or 9-4

Knowledge & Skills

- Experience in graphic design and the use of design software (e.g. Adobe, Canva, web design)
- Some experience in using course development/authoring software (Articulate, Vyond, Camtasia or similar)
- A strong interest in digital learning and instructional design
- Experience of Learning Management System administration
- Experience of creating different types of media, including video
- Experience of working and managing relationships with subject matter experts and senior stakeholders to support training delivery
- Knowledge of the education sector
- Willingness to understand a wide range of topics to produce e-learning solutions
- Good project management skills with excellent attention to detail (multiple projects/stakeholders (internal and external))
- Strong written and oral communication skills including the ability to: write effective copy, proofread, and produce diverse written resources
- Excellent general IT skills, with specific skills in using Microsoft Office applications (especially excellent PowerPoint skills for the design of training materials and Excel) and SharePoint
- Strong influencing skills and the ability to build positive working relationships quickly
- Excellent time management skills and the ability to manage tight deadlines and changing priorities

Personal Qualities

- A person who thrives off providing learners with a seamless experience
- Takes initiative in everything they do and shows a willingness to go the extra mile
- Absolutely must take pride in their attention to detail and design skills
- Is resilient and will find a way to overcome barriers
- Works well through change
- Diplomatic and an effective team worker
- Internally motivated and committed to driving up standards of work

Other

- Right to work in the UK
- Meets apprenticeship programme eligibility criteria as detailed in the Government's apprenticeship funding rules
- Commitment to equality of opportunity and the safeguarding and welfare of all students
- Willingness to undertake a Digital Learning Design Apprenticeship Programme alongside any other training that may be required
- This post is subject to an enhanced DBS check

Ark is committed to safeguarding and promoting the welfare of children and young people in its academies. In order to meet this responsibility, its academies follow a rigorous selection process to discourage and screen out unsuitable applicants.

Ark requires all employees to undertake an enhanced DBS check. You are required, before appointment, to disclose any unspent conviction, cautions, reprimands or warnings under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar you from employment - this will depend upon the nature of the offence(s) and when they occurred. To read more about Ark's safer recruitment process, please click this [link](#).

We aim to build a diverse and inclusive organisation where everyone – staff and students – can do their best work and achieve their full potential. We want to reflect and represent diverse perspectives across our organisation because we know that doing so will make us stronger and more effective. To know more about Ark's diversity and inclusion commitments, please click on this [link](#).