



Job Description: Digital Learning and Teaching Facilitator
Line Managed By: Learning and Teaching Innovation Manager

Job Purpose & Objectives

The Digital Learning and Teaching Facilitator will provide specialist support to staff and students to enhance learning, teaching and assessment through the effective use of digital technologies, including artificial intelligence (AI). The role will focus on developing E-Learning resources, facilitating staff training, supporting students in digital study skills, and enhancing and maintaining digital platforms to improve the overall learning experience.

This role aligns with the College's strategic goals of fostering innovation, enhancing the learner experience, and embedding sustainability and cutting-edge practices in digital education.

Key Duties and Responsibilities

Supporting Quality and Learning & Teaching Innovation

- Collaborate with curriculum and quality staff to integrate digital tools and AI-driven learning technologies into effective practice.
- Explore compliant innovative strategies to enhance all aspects of quality, learning, teaching and assessment practice, identifying priorities to provide direct support and solutions.
- Provide guidance on the use of all digital applications, such as adaptive learning platforms, plagiarism detection tools, and generative AI for resource creation.
- Advise curriculum staff and course teams on enhancing assessments and feedback processes.
- Share best practice via direct and indirect methods, including, workshops, share-point, multi-media training packages and MS Teams.
- Organise and deliver staff training sessions on effective use of technologies, spanning from back-to-basics bitesize sessions, through to language models (e.g., ChatGPT), AI-driven analytics tools, and virtual assistants.
- Support staff and students in the effective use of project-based/holistic/vocational/technical e-platforms.
- Consult with internal and external key stakeholders re. enhancing student experience and outcomes through innovation.
- Co-creation of policy, practice and procedures to support e-programme design, and enhancement.
- Promote and support inclusive practice and legal compliance in learning, teaching and assessment development through the creation of online and multimedia training materials and online support environments for staff and students.
- Resolve a range of problems, both simple and complex, via drop-in sessions and prioritized project planning.
- Provide specialist training sessions on related learning technologies (including Interactive devices, Microsoft 365 applications, plagiarism software (Turnitin), use of mobile technologies) for staff and students to ensure a high level of digital / learning technology skills are sustained within the college.

- Deliver workshops and masterclasses on the effective and ethical use of AI tools.
- Provide tailored support for students in understanding how AI can enhance their learning experience, including its applications in developing critical thinking and study strategies.
- Facilitate digitally-enhanced study sessions and digital capability assessments using adaptive learning platforms.

Resource Management and Technology Integration

- Assist in managing digital resource areas, ensuring appropriate digital technologies are available and accessible to staff and students.
- Oversee the integration of technologies, including AI-powered solutions, into existing digital systems, such as Moodle, eTrackr, and Century Tech.
- Monitor and evaluate the use of digital technologies, gathering feedback to ensure they meet user needs and improve learning outcomes.

Research and Innovation

- Stay informed about technological advancements and their applications in education, including adaptive learning, predictive analytics, and personalised learning pathways.
- Research and trial e-tools and e-technologies, presenting proposals for adoption.
- Identify innovative methods to integrate e-technologies/AI into teaching and learning, ensuring alignment with the College's strategic objectives.

Digital Platform and Content Management

- Develop and maintain digital content on the College's Virtual Learning Environment (VLE), incorporating advanced technologies and features, where applicable.
- Conduct audits of course pages on the VLE, to identify opportunities for enhancement.
- Provide training to staff to ensure high-quality, up-to-date content.
- Support risk assessment, compliant implementation and monitoring of e-technology/AI-driven assessment tools and learning analytics platforms.

Quality Assurance and Reporting

- Produce and maintain accurate data logs, usage reports, and evaluations of e-tools and digital resources, including AI.
- Contribute to self-evaluation and action planning, incorporating insights from AI usage data, as appropriate.
- Liaise with curriculum staff to ensure learning platforms, course design, e-technologies and methodologies are enhanced by and, aligned with, learning objectives and specifications.
- Work with curriculum staff to ensure that there is clear progress tracking in place.

Cross-College Activities and Sustainability

- Support College-wide events, including enrolment and open days, as required.
- Promote sustainable practices by integrating e-technologies and tools to minimize resource waste and maximize efficiency.

Health, Safety, and Compliance

- Adhere to the Health & Safety at Work Act 1974 and the College's health and safety policies.
- Ensure compliance with data protection regulations when using AI-driven tools and digital platforms.
- Promote the ethical use of AI in education, ensuring transparency and fairness in its application.
- Ensure compliance with awarding and regulatory body requirements.

WHO we are

Vision

South Lanarkshire College is a further and higher education institution with a mission to create social and economic value for individuals, businesses and communities through learning, with a clear vision;

“To inspire and transform lives through inclusive, innovative and sustainable education.”

Mission

South Lanarkshire College has a clear mission to,

“Deliver excellence in skills-based education to the workforce of the future creating social and economic value for individuals, businesses and the communities we serve through first-class teaching, learning and support.”

This mission gives us a real sense of purpose. We exist because of our expertise in learning and teaching.



VALUES

The College's values are vital in our collective ability to achieve continued success, and they define how we work together as Team SLC.

- **Togetherness:** visionary and transparent leadership, common purposeful goals and build on values.
- **Connectedness:** meaningful participation in decision-making, a listening organisation and developing collaboration.
- **Recognition:** culture of values-based recognition, celebration of individual and team contributions and effective, frequent praise.
- **Enablement:** providing valuable feedback, developing manager effectiveness and individualised training and development.
- **Motivating work:** autonomous working, learning organisation and meaningful work.

This job description is not intended to detail all tasks undertaken, but simply highlight a number of major tasks of the post. The postholder may be required to undertake additional duties which might reasonably be expected and which form part of the function of the post.

This job may be amended in future to reflect the changing duties of the post.