

## Job Description

<b>Job Title:</b>	Group Head of Digital Learning, Libraries, and Innovation
<b>Responsible to:</b>	Principal, One Sixth Form College
<b>Functional Liaison with:</b>	Students, Senior Leadership Team, Staff, Learning Resource Centre Administrators & Colleagues in partnership Schools/ Colleges
<b>Main Purpose:</b>	To be responsible for leading the management and delivery of EEG Knowledge, Learning and Libraries. This will include the provision of high-quality information and research services to the students and staff of EEG. Responsibilities include training, supervising staff, managing resources, and overseeing budget and stock control. Furthermore, you will support EEG's e-learning strategy by promoting independent learning and integrating new technology into the curriculum.

### Main Duties and Responsibilities

*The following duties are not shown in order of priority or frequency, nor is the list comprehensive, but rather an indication of the type and level of duties expected of the post.*

- Digital Learning:
  - Lead the design, development, and implementation of digital learning strategies.
  - Collaborate with academic departments to integrate digital tools and resources into the curriculum.
  - Oversee the development and deployment of online and blended learning courses.
  - Evaluate and implement educational technologies to enhance teaching and learning.
- Library Services:
  - Manage the operations of the library, ensuring the provision of high-quality resources and services.
  - Develop and maintain a comprehensive collection of digital and physical resources to support academic programs.
  - Promote information literacy and research skills among students and staff.
  - Ensure library services are accessible and meet the needs of a diverse user community.
- Innovation:
  - Foster a culture of innovation within the institution.
  - Identify and implement emerging technologies to support educational goals.
  - Encourage and support innovative teaching and learning practices.
  - Collaborate with faculty and staff to pilot and scale innovative projects.
- Integration of Artificial Intelligence (AI):
  - Explore ways to integrate AI into teaching, learning, and administrative processes.
  - Develop a whole-school AI strategy and train staff on AI implementation.
  - Investigate AI applications across the curriculum.
- Leadership and Management:
  - Provide strategic leadership and vision for the Digital Learning, Libraries, and Innovation team.
  - Develop and manage the department's budget, ensuring efficient allocation of resources.

- Lead and mentor a team of professionals, fostering a collaborative and inclusive work environment.
- Establish partnerships with external organizations to enhance digital learning and library services.
- Professional Development and Training:
  - Identify training needs related to digital learning, ICT, and computing.
  - Utilize existing expertise among proficient users.
  - Ensure compliance with online safety and digital safeguarding measures.
- Stakeholder Engagement:
  - Engage with students, faculty, and staff to understand their needs and incorporate feedback into digital learning and library services.
  - Represent the institution at conferences, workshops, and professional networks.
  - Communicate effectively with internal and external stakeholders to promote the institution's initiatives.
- The above job description is not exhaustive and the employee may be required to undertake any other reasonable duties in line with the general level of responsibility of the role.
- As we now operate as a collective Eastern Education Group you may be from time to time required to undertake any of the requirements of your role for any of our Group organisations.

## PERSON SPECIFICATION

	<b>Essential</b>	<b>Desirable</b>	<b>Measured</b>
<b>Education and Qualifications</b>	<ul style="list-style-type: none"> <li>Degree or evidence of continuing professional development.</li> </ul>	<ul style="list-style-type: none"> <li>Chartered Librarian</li> <li>Master's degree in Educational Technology, Library Science, Information Management, or a related field.</li> </ul>	I, A
<b>Knowledge and Skills</b>	<ul style="list-style-type: none"> <li>An appreciation and understanding of the EEG vision, ethos and culture.</li> <li>Excellent information and literacy skills with a proven ability to locate, understand, synthesise and assess information.</li> <li>Ability to review the delivery of services to achieve maximum benefit from resources.</li> <li>Ability to respond and adapt to changing needs and prioritise resources accordingly.</li> <li>Demonstrable research, planning and project management skills.</li> <li>Ability to develop and write reports, policies and procedures.</li> <li>Demonstrable knowledge and understanding of equality legislation and issues.</li> <li>Ability to incorporate equality policies into service delivery and employment practices.</li> </ul>	<ul style="list-style-type: none"> <li>An understanding of the issues affecting 14 to 19 learning.</li> <li>Knowledge, understanding and experience of implementing performance management systems.</li> <li>Evidence of successful library management.</li> <li>Knowledge of school/college based classification and cataloguing systems.</li> <li>Knowledge of education strategies and ability to contribute to curriculum development.</li> </ul>	A, I, P
<b>Experience</b>	<ul style="list-style-type: none"> <li>A successful track record in supervising and developing teams of staff.</li> <li>A knowledge and experience of budgets and financial control systems.</li> </ul>	<ul style="list-style-type: none"> <li>An understanding, experience and knowledge of ICT and ICT based library management information systems.</li> </ul>	A, I
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>Ability to develop and maintain strong partnership working.</li> <li>Capable of demonstrating and developing leadership skills.</li> <li>High level of communication skills in all its aspects.</li> <li>Strong organisational skills.</li> </ul>		A, I
<b>Training</b>	<ul style="list-style-type: none"> <li>Willingness to attend, undertake any training or development as, or when appropriate.</li> <li>Commitment to continuing personal development through continual professional learning.</li> </ul>		A, I

**KEY: A-APPLICATION, I-INTERVIEW, P-PRESENTATION/MICROTEACH, T-TEST**

## **Conditions of Service**

1. New support staff appointments to the College are subject to a 26 week probationary period.
2. Contributory pension: Local Government Pension Scheme through Suffolk County Council
3. This College is committed to safeguarding and promoting the welfare of young people and vulnerable adults and expects all staff and volunteers to share this commitment.
4. The job description is current at the date shown; it may change from time to time in negotiation with the post holder.

We are passionate about promoting equality of opportunity and creating a working environment where diversity is recognised and celebrated and everyone has the chance to reach their full potential. Our environment is diverse in character and student population. We particularly welcome applications from candidates from Black Minority Ethnic origin and those with a disability.

Eastern Colleges Group is committed to safeguarding our children and young people/vulnerable adults. We uphold fundamental British Values and expect all our employees to do the same. All appointments are subject to safer recruitment checks, including previous employment checks, online searches and an Enhanced DBS Check.

### **General Data Protection Regulations (GDPR)**

In line with national legislation, and organisational policy, all data will be processed in a fair and lawful way, for the specific purpose and not disclosed in any way incompatible with such purpose or to any unauthorised persons or organisations.

### **Equal Opportunities**

In accordance with the Equality Act 2010 the college operates a policy of equality and diversity which protects employees, students and people who access the College's goods, services and facilities, from discrimination on the basis of 'protected characteristics' which include: age, disability, gender, reassignment, marriage and civil partnership, pregnancy and maternity, race (colour, nationality and ethnic or national origins.), religion or belief, sex and sexual orientation.

### **DBS**

The successful applicant will be required to complete and obtain a standard or enhanced disclosure check (role dependant) from the Disclosure and Barring Service. The cost of processing this will be £40 (Enhanced), and you will be required to make payment online via the safeguarding website before your employment commences. Further information about the Disclosure and Barring Scheme can be found at [www.homeoffice.gov.uk](http://www.homeoffice.gov.uk) or by speaking to a member of the Human Resources department.

## College Character Strengths

We have eight college character strengths that underpin all we do and we make it a priority to give our students the strength of character in order to shine above the rest when faced with employers or universities.

Not only do they apply to our students but also to our staff members and the reasons why Eastern Education Group is such a fantastic place to work.

Take a look below:

- **Resilience** – We are strong as an organisation and all teams work together to achieve. If and when we are faced with challenges we respond efficiently and effectively at all times.
- **Optimism** – We use education as a catalyst for positive social change and prosperity for the community we serve, leaving no-one behind. We want to inspire our students.
- **Curiosity** – We are a curious organisation, always trying to seek out new opportunities and ways in which we can break boundaries in the world of education.
- **Confidence** – We are confident. We believe in all that we do and we appreciate the abilities and qualities of every single staff member. We celebrate our successes and we remain sure that we will continue to lead as a provider of education.
- **Ownership** – We take responsibility for every single student and every single staff member ensuring our main goal is that everyone at the college is happy and achieving to their full potential. Our amazing wraparound support demonstrates this perfectly.
- **Self-Control** – We are disciplined as individuals and always put the needs of our students first.
- **Ambition** – We are an ambitious organisation. We are constantly evolving as demonstrated with the new STEM Innovation Campus.
- **Respect** – We respect our staff and students alike and we put the success of our students at the heart of all that we do, preparing them for their future.