

WRITHLINGTON SCHOOL

Job Title	Digital Designer
Post Holder	Vacant
Responsible to	Deputy Head – ICT Teaching and Learning
Hours of Work	37 hours per week all year round
Grade	L (currently £23,749 - £26,067)
Job Purpose	To design and produce robust and attractive online educational materials which meet the needs of teaching staff, ensuring consistency of format, style and accessibility across the school's curriculum. To work with staff to ensure maximum use of resources and further development of VLE content.

This post is not a purely technical role, although technical excellence will be a necessary component.

KEY TASKS & RESPONSIBILITIES

The Digital Designer will work closely with teaching staff in carrying out the following responsibilities:

1. Design, produce and integrate high quality, attractive interactive SCORM compliant learning materials to be hosted on the school's Virtual Learning Environment (currently Moodle). This will involve working closely with teaching staff to interpret ideas and aspirations into effective digital resources. Various software packages will be used to achieve this (Adobe Flash (Actionscript AS2/AS3), standard Apple Mac software iWork, iLife)
2. Development of templates to enable curriculum staff to produce quickly their own learning resources.
3. Provide full design and implementation support for high quality development of the school's web sites and other web related projects.
4. Develop web page infrastructure and applications related to pages with advanced graphics and features.
5. Improve the design and format of existing documents, worksheets, web-pages and other learning materials to be hosted on the VLE.
6. Provide training and support to staff in the use and development of the VLE.
7. Select, maintain and deal with licensing of e-resources including negotiation and liaison with suppliers, arranging trials if appropriate and co-ordinating evaluation.
8. Setting protocols and procedures to ensure a consistent approach to:
 - a) design, storage and format of learning materials, including documents, web-pages and multimedia resources
 - b) provision of on-line learning materials across the curriculum
 - c) Accessibility for all pupils and staff to high-quality learning materials

9. Assist senior management in the delivery of the School's ICT Vision.
10. Promote the use and development of the VLE - encouraging and supporting teaching staff in developing their practice with digital resources.
11. Contribute to strategic planning for the future development of the VLE and associated technologies.
12. Maintain a professional awareness of the developments in education and in e-learning and ensuring that new opportunities are explored. (SWGfL's Merlin)
13. Keep informed about developments in key software and multimedia technologies.
14. Be committed to his/her own personal professional development.

ICT Development

1. Contribute to development and operational plans
2. Liaise with external consultants/suppliers on approved developments. Assist with the creation of operational plans which will deliver to agreed time-scales and standards
3. Contribute to and execute effective operational plans to develop ICT systems across the school, working to agreed targets/deadlines
4. Maintain up to date knowledge of technical developments and health and safety issues appropriate to the role and contribute to plans associated with these

School Support

1. To be aware of equal opportunities policies and principles and health & safety regulations
2. To attend staff meetings and any other relevant activities
3. To undertake other duties that can be reasonably expected of and are relevant to the level and nature of the post

General

1. Adopt a team approach to contribute to any area of ICT development/maintenance as required (commensurate with post)
2. Play an active part in the life of the school, sharing the aims and objectives of Writhlington and to support members of the Senior Management Team at all times
3. Take part in the School's Annual Review and Appraisal Scheme.
4. Attend and contribute to meetings relevant to the role.
5. Attend appropriate training courses in consultation with Business Manager and Head of ICT.
6. To carry out other duties as required.

Person specification

Attributes	Essential	Desirable
Qualifications	<p>Strong design and web development skills, including Flash, Photoshop, HTML, Java and CSS.</p> <p>General education to at least Level 2</p> <p>Evidence of continuous professional development</p> <p>High standard of written English</p>	Educated to degree level in digital/multimedia design-related field
Knowledge, Skills and Experience	<p>Able to demonstrate a portfolio of design/web development work.</p> <p>ICT skills across a wide range of applications/technologies</p> <p>Familiarity with PHP/database driven websites</p> <p>Working knowledge of ASP, JSP, JavaScript, CSS. XHTML and XML</p> <p>HTML authoring packages (Dreamweaver) Graphics packages (Fireworks, Photoshop)</p> <p>Awareness of standards compliant issues</p> <p>Presentation skills</p> <p>Strong inter-personal and communication skills</p> <p>In depth knowledge of recent developments and predicted future trends in ICT and multi-media</p>	<p>Two years post degree experience of working in digital design</p> <p>Experience in an educational environment</p> <p>PHP: experience of changing config files and basic set-up manipulating settings on the server</p> <p>Editing of Mambo Joomla CMS content</p> <p>Moodle VLE – maintenance and update, content management</p> <p>MySQL – ability to run SQL queries and searches</p>
Personal Qualities	Ability to enthuse others, team player, calm under pressure, commitment to high standards, accuracy and attention to detail, able to take initiative, time management skills	