

Job Title EtonX Learning Content Editor

Reports to Head of EtonX Content

Job Purpose

The EtonX Learning Content Editor will develop educational content for academic and skills courses in the EtonX Moodle platform. Working with the Head of EtonX Content, they will apply their knowledge of instructional design and strong editorial skills to make a positive impact on the quality of publishing. They will help to manage freelance authors and editors as well as liaising with Eton teachers to write and edit materials and they will be responsible for creating content assets, contributing to video and audio production and creating interactive content assets.

The postholder will be a part of our new digital education team and will need to be a self-starter who is able to think on their feet, adapt as the platform and course catalogue evolves, and be proactive in offering suggestions and finding solutions.

Courses are built on the Moodle platform. EtonX courses are available for free to state sector schools across the UK, with a focus on schools in Middlesbrough, Dudley and Oldham.

Key Tasks and Responsibilities

- Working with the Head of EtonX Content to ensure projects run on schedule and to budget and resolving any potential delays;
- Working with the Head of EtonX Content to develop syllabuses, course plans and content creation briefs;
- Evaluating manuscripts and engaging with freelance authors and Eton teachers to provide clarity and resolve issues;
- Developing content to provide engaging and effective learning and to make the best use of the platform;
- Copyediting and proofreading content;
- Checking content in the platform;
- Organising and updating content development asset libraries and content team documentation;
- Working on the development of audio and visual media, including attending filming and recording sessions;
- Building content and managing freelancers to build content in the EtonX platform (Moodle);
- Creating and/ or managing freelancers to create dynamic content objects using design tools such as Genial.ly, Articulate Storyline and the Adobe Creative Suite
- Providing guidance to freelancers, external clients and Eton teachers for digital content creation;
- Providing the Operations Lead with up-to-date information for materials and events;
- Reporting any platform bugs and platform requirements for content to the Platform Lead;
- Supporting our work to evaluate and continuously improve our content, participating in our content design process and assisting with our programme of user research;
- Undertake any other duties reasonably requested by the Head of EtonX Content or the Head of Digital Education;

Last Updated: 30 May 2023

This role profile highlights the key tasks and responsibilities of the role, it is not designed to be an exhaustive list of duties. Roles naturally change and develop over time and it is expected that incumbents will perform tasks which are not included within their role profiles.

- Commitment to and promotion of equality, diversity and inclusion;
- All positions at Eton are classed as 'regulated activity' as per the Keeping Children Safe in Education 2022 guidance, therefore a good understanding of safeguarding procedures is essential;
- Commitment to safeguarding and promoting the welfare of children, including but not limited to, completing safeguarding training as required, and ensuring any safeguarding updates issued by the College are read and understood;
- Understand and comply with procedures and legislation relating to confidentiality

Required Skills and Competencies

To be successful in this role, the incumbent should have:

- Demonstrable teaching experience;
- Demonstrable educational publishing experience, particularly for digital learning products;
- Good knowledge of instructional design principles;
- Familiarity with content development workflows and processes;
- Strong organisational skills and deadline-driven approach;
- The ability to be proactive as well as organise and prioritise workload;
- Excellent time management skills with the ability to work well under pressure & to deadlines within a small but dedicated team;
- Excellent communication skills, both written and verbal with the ability to liaise with a wide variety of people;
- Values diversity and takes pride in creating inclusive content;
- Committed to safeguarding and promoting the welfare of students and staff.

Ideally the incumbent would also have experience of:

- Building content in an online learning environment, preferably Moodle;
- Briefing and overseeing the production of video content;
- Briefing and overseeing the production of visual content assets using tools such as Genial.ly and Articulate Storyline;
- Science or Maths teaching or learning content development;
- The UK Secondary Education sector.

In addition to your experience, the role may be for you if you:

- Have a genuine interest in instructional design;
- Have a willingness to learn;
- Are friendly and courteous;
- Are flexible with a keen eye for detail - you have the ability to juggle a variety of competing tasks, to organise your time and to prioritise effectively so nothing slips through the cracks;
- Have a high degree of personal integrity and the demonstrable ability to deal with confidential information with discretion and professionalism.

The postholder's normal place of work will be within the grounds and buildings of Eton College. However, they will only be required to work onsite at Eton one to two days per week during term time, plus they will be expected to attend occasional in-person team and training days. If the postholder wishes to work onsite more regularly then there will also be the option to do this.

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Working Pattern

- The postholder will work 35 hours per week, working from 9am to 5pm from Monday to Friday with an hour for lunch each day, over 52 weeks per year.
- The postholder will be entitled to 21 days contractual annual leave, plus additional discretionary leave over the Christmas shut-down period (normally 3 days) and bank holidays.
- NB When bank holidays fall within a school term period, this is considered to be a working day and a day off in lieu will be given.

Salary

The salary for this post is an FTE of £29,960 to £35,310 per annum, dependent on skills and experience.

Disclosure Checks

Eton College is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening appropriate to the post, including, but not limited to, reference checks with past employers, an Enhanced Disclosure from the Disclosure and Barring Service (including Barred List information), an online search and, where applicable, Prohibition checks. If you are successful in your application, you will be required to complete a DBS Disclosure Application Form. Any information disclosed will be handled in accordance with any guidance and/or Code of Practice published by the DBS. The College is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions, reprimands and final warnings (including those which would normally be considered as "spent" under the Act) must be declared, subject to the DBS filtering rules. It is a criminal offence for any person who is barred from working with children to attempt to apply for a position at the College.