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| **Job Title** | EtonX Learning Content Assistant  |
| **Reports to** | Head of EtonX Content |

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| **Job Purpose**The EtonX Learning Content Assistant will build educational content for academic and skills courses in the EtonX Moodle platform. Working with the Head of EtonX Content and the EtonX Learning Content Editor, the Learning Content Assistant will support the content team to produce new courses and improve existing content. 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*** Building courses in the EtonX learning management system;
* Creating dynamic content objects using design tools such as Genial.ly, Articulate Storyline and the Adobe Creative Suite;
* Testing digital activities, reviewing, and proofreading content;
* Supporting with the production of audio and video content;
* Researching images, sending copyright requests and managing copyright records;
* Troubleshooting, providing support, and assisting in the delivery of training and workshops, both in-person and online;
* Providing guidance to freelancers, external clients and Eton teachers for digital content creation;
* Providing administrative support to the EtonX content team;
* Reporting any platform bugs and platform requirements for content to the Platform Lead;
* Undertake any other duties reasonably requested by the Head of EtonX Content or the Head of Digital Education;
* 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 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 meticulous attention to detail and excellent proofreading skills;
* Be organised and willing to take responsibility for administrative tasks;
* Have the ability to quickly learn new digital tools and troubleshoot technical issues;
* Have a genuine interest in education and technology-enhanced learning;
* Have excellent communication skills, both written and verbal with the ability to liaise with a wide variety of people;
* Value diversity and take pride in creating inclusive content;
* Be committed to safeguarding and promoting the welfare of students and staff.

Ideally the incumbent would also have experience of:* Content development workflows and processes;
* Building content in an online learning environment, preferably Moodle;
* Producing visual content assets using tools such as Genial.ly and Articulate Storyline;
* Experience of producing audio-visual content and using video and/or photo editing software (e.g., Camtasia, Adobe Photoshop, Premiere Pro).

In addition to your experience, the role may be for you if you:* 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;
* Are able to show integrity, honesty and reliability;
* You have a high degree of personal integrity and the demonstrable ability to deal with confidential information with discretion and professionalism.
* Have a ‘can-do’ attitude and an adaptable mindset.

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.**Working Pattern*** The postholder will work 35 hours per week, working from 9am to 5pm five days per week with an hour for lunch each day, over 52 weeks per year. There is the possibility for this to be a part-time position, working 21 hours over 3 days a week and salary and holiday allowance would be adjusted accordingly.
* 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 £25,000 to £27,500 per annum, dependent on skills and experience. **Disclosure Checks**Eton College is committed to safeguarding and promoting the welfare of its students and staff and expects all staff and volunteers to share this commitment. This role is classed as ‘regulated activity’, whereby the post holder may be required to have contact or be involved in unsupervised activities with children. 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. The suitability of all prospective employees will be assessed during the recruitment process in line with this commitment. All offers of employment are subject to a number of recruitment checks, including by not limited to; verification of identity and right to work in the UK, an Enhanced DBS check, pre-employment health check questionnaire, satisfactory references, verification of professional qualifications which the College deems a requirement for the post, or which were otherwise cited in support of your application and probationary period. |