Digital Skills Development Officer (Schools)

Salary Range: £40,911 - £46,453 (39 weeks Pro rata)

Grade: L3Z2

Location: 5 Pancras Square, N1C 4AG

Reports to: Digital IQ Lead

About the role

As a Digital Skills Development Officer working within schools, you will play a pivotal role in enhancing digital literacy and fostering a culture of digital innovation among staff, and the wider school community. This role is integral to driving digital transformation within the school, ensuring that staff are equipped with the digital skills necessary to thrive in today's technology-driven world.

Working alongside the school IT service delivery, you will be responsible for designing, developing, and delivering high-quality digital training programs that cater to a wide range of needs, from beginner to advanced levels. You will work closely with all school personas to integrate digital tools and technologies. Collaborative work with schools IT service delivery. Developing critical digital competencies and collaborate with administrative staff to streamline digital processes. By doing so, you will help create an engaging, efficient, and future-ready learning environment.

The Digital Skills Development Officer is responsible for designing, implementing, and delivering effective digital skills training programs for staff across Camden School. The role involves fostering digital literacy across the school community, ensuring that all stakeholders have the necessary skills to utilise all digital tools and resources efficiently. This position is critical in developing and supporting Camden's schools to integrate technology into the administrative process.

You will have a curious nature, keen to resolve problems and able to work on your own initiative and with others to identify creative and innovative solutions.

You will be able to demonstrate relevant experience and knowledge about our core IT technology offer and a commitment to staying informed about emerging technologies will be key.

Your role will be requiring building relationships across corporate, supporting people and supporting communities' services to drive the implementation of and compliance with data standards and improve data literacy.

Digital Training and Development: Create and deliver tailored digital skills training sessions, workshops, and resources for staff to enhance their proficiency with the digital tools.

Technology Integration: Collaborate to integrate digital tools, providing hands-on support and guidance, interactive platforms, and digital content creation tools.

Digital Strategy Implementation: Contribute to the development and implementation of the school's digital strategy, ensuring alignment with goals and KPI's

Technical Support and Guidance: Provide support for digital tools and platforms used in the school, including troubleshooting issues and advising on best practices for digital tool usage.

Resource Development: Develop and maintain a of digital resources, including user guides, instructional videos, and e-learning materials, to support continuous learning and development.

Data Analysis and Reporting: Monitor and evaluate the effectiveness of digital initiatives and training programs, providing data-driven insights and recommendations for improvement.

Collaboration and Communication: Work closely with school IT service delivery, teachers, IT staff, administrators, and external partners to drive digital adoption, manage digital projects, and foster a collaborative learning culture.

About you

Experience

- Proven experience in delivering digital skills training within an educational setting.

- Strong interpersonal skills to build relationships, manage expectations, and effectively communicate digital strategies and benefits

- Experience working collaboratively with different stakeholders, such as teachers, administrators, IT staff, and external partners, to implement digital initiatives and ensure alignment with school goals

- Experience with learning principles, especially in training administrative staff to use digital tools and technology effectively.

- Prior experience working within a school or educational institution, understanding the dynamics, challenges, and operational needs of different stakeholders such as teachers, administrative staff, and IT departments.

- Experience in planning, managing, and executing digital projects, or launching school-wide digital literacy campaigns

- Demonstrated coordinate with cross-functional teams and meet project deadlines and objectives.

- Hands-on experience with various digital tools such as Microsoft Office and 365Google Workspace.

- Experience in creating support documentation, FAQs, and help guides to assist staff and students with common technical issues.

- Ability to use data to identify gaps, make informed decisions, and develop targeted digital training interventions.

- Experience collecting, analysing, and presenting data on digital learning outcomes

- Proficiency in creating digital content such as tutorials, instructional videos, online courses, and digital learning resources to support digital skills development.

- Experience using multimedia software and tools to create engaging and effective digital training materials.

- Ability to manage resistance to change, coach staff through digital transformation processes, and demonstrate the benefits of digital tools and practices.

The things you'll achieve

Skills and Attributes

- Proficiency in using and training others on educational software and platforms such as Microsoft Office 365, Microsoft Teams, Google Workspace and Learning Management Systems (LMS)
- Familiarity with various e-learning and digital assessment tools. Knowledge of assistive technology tools and software to support staff with disabilities or learning differences.
- Proficiency in data handling, including collecting, organising, and analysing data related to digital learning programs and outcomes.
- Skills in creating digital learning materials such as video tutorials, infographics, presentations, and interactive content.
- Competence in diagnosing and troubleshooting issues related to software, hardware, network connectivity, and classroom technology.
- Skills in training staff on integrating assistive technologies into teaching and learning practices.
- Familiarity with project management tools and methodologies
- Face to Face training with IT skill experience
- Experience of working in an educational environment
- Passionate about digital literacy and its role in education
- Creative and innovative approach to problem-solving and teaching
- Ability to work independently and as part of a team
- Patient, supportive, and adaptable to different learning styles and needs
- Strong attention to detail and commitment to high standards of teaching and learning

Other important information…

People management

You will have no direct line management responsibilities.

Work environment

The role is based at our main offices in King's Cross (near 5PS). It includes travel within the borough to engage with schools with the Camden. We're flexible and open to discussing hybrid work arrangements, depending on service requirements.

Who you will be working with

You'll be under the supervision of the Digital IQ Lead. In specific task, you will report to the Security Operations Manager. You will collaborate closely with the Tech adoption team IT service delivery teams and Camden schools. This collaboration extends to colleagues across our Digital & Data Services.

The application process

We'll hold a formal in-person panel interview.

Who we are

Diversity & Inclusion

At Camden, we value and celebrate difference and encourage diversity in all respects. Our diverse workforce ensures we represent our communities to the best of our ability and enables us to make better decisions. Because of this, we particularly welcome applications from Black, Asian and those of other non-white ethnicities, those who identify as LGBT+, neurodiverse and disabled people.

Agile working

At Camden we view work as an activity, not a place. We focus on performance, not presenteeism. We create trusting relationships, we embrace innovation rather than bureaucracy and we value people. Collaboration is the Camden way, silo working isn't.

Asking for Adjustments

Camden is committed to making our recruitment practices as accessible as possible for everyone. This includes making adjustments or changes for disabled people, neurodiverse people or people with long-term health conditions. If you would like us to do anything differently during the application, interview or assessment process, including providing information in an alternative format, please contact us on 020 7974 6655, at resourcing@camden.gov.uk