

Capital City College Group Job Description and Person Specification

Post:	Digital Bootcamp Trainer (Digital Marketing)
Contract:	Hourly paid Lecturer
Reporting to:	Academy Hub Coordinator
Salary:	£26.83 per hour or £28.47 per hour (QTS Qualified)

Key Purpose

Your purpose will be to devise and teach an online short course in digital marketing. The course will teach the core skills of Web Design Essentials. This will include; HTML5 application development fundamentals and social media strategy. The course aims to prepare learners for direct employment. This short course will be delivered as part of our Digital Mayor's Academy as part of the London recovery plan.

Main Duties and Responsibilities

- Provide training as required for students to make the relevant progress on the programme.
- Facilitate student group and team activities as part of their learning programme.
- Oversee and monitor students use of the learning platform and content to support their learning aims.
- Monitor and audit students work to identify how to support individual students to progress.
- Keep clear records of all student activity and progress
- Liaise with college student support services to ensure students have the access to support they require.
- Engage with academy hub coordinator to ensure an industry employment opportunities

Expectations of the Post Holder

- To demonstrate model behaviours that, at all times, are consistent with an open, inclusive and participative style.
- To carry out their duties at all times with due regard to the Group's policies, including Safeguarding, Health & Safety, Equal Opportunities, and Data Protection, and participate in training as and when required.
- To work flexibly and to undertake such other duties that may reasonably allocated by the line manager.

Special Conditions

1. The nature of this post means that the post holder may need to travel from time to time to other College centres and external venues.
2. The post holder will be contracted to work for a defined number of hours per week but it is a requirement of this post that the holder will flex these hours to reasonably meet the needs of the service, which may include working occasional evening and weekends.

3. This post falls within the scope of the regulations requiring a Disclosure & Barring Service (DBS check).

N.B. This job description is designed to outline a range of main duties that may be encountered. It is not designed to be an exhaustive listing of tasks and can be varied in consultation with the post holder in order to reflect changes in the job or the organisation.

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We are committed to creating and promoting a diverse and inclusive workforce that better reflects the wider community we support. We particularly welcome applicants from groups currently under-represented in senior roles, including Black, Asian and Minority Ethnic (BAME), people with disabilities and from the LGBTQ community.

Safeguarding

We are committed to safeguarding and promoting the welfare and safety of our students and expect everybody working for the Group to share this commitment. We actively seek DBS enhanced clearance checks for applications of employment as part of our safeguarding procedures.

Person Specification

	Criteria	Essential	Desirable
Qualifications / Professional Development	A relevant Digital Marketing degree or comparable job-related experience	X	
	Industry experience in Digital Marketing	X	
Knowledge / Experience	Experience of delivering learning content	X	
	To have competence of HTML5 application development	X	
	To have competence of social media strategy and implementation	X	
	To have competence in social media tools	X	
	To have experience in devising a course for Digital Marketing	X	
	An understanding of and commitment to the Colleges policies on equality of opportunity and a willingness to promote these in all aspects of the work	X	
Skills / Abilities	Ability to work with all levels of staff within and outside of Mayor's Academy.	X	
	The ability to assess the abilities and needs of the students	X	
	Be able to monitor students progress, set appropriate targets and achieve high levels of student success and positive destinations	X	
	High Level of organising and administrative skills and an ability to carry out admin and student support / tracking duties consistently and to a very high standard	X	