



Gloucestershire College is advertising this role on behalf of Gloucestershire Professional Services (GPS).

About the Role – Employment Details

Post Number	A197a
Job Title	Digital Learning Coach with AI Focus
Salary	£26,218.54 - 28,088.30 per annum.
Contract Type	Perm, 37 hours per week, 52 weeks per year
Campus	Gloucester
Department	Teaching, Learning and Improvement
Reporting To	Deputy Head of Teaching, Learning and Improvement
Holiday	27 Holiday days per year with Christmas Closure
Pension	People Pension 4% or 5% matched contribution

About the Role – Meet the Team

Gloucestershire Professional Services (GPS) is recruiting a Digital Learning Coach to join the Teaching and Learning team based at Gloucestershire College.

We are looking for a forward-thinking and enthusiastic Digital Learning Coach to join our team at Gloucestershire College. This is an exciting opportunity for someone who is passionate about digital education and keen to develop their skills in Artificial Intelligence (AI). The successful candidate will support staff and students to make effective use of AI tools and digital technologies, helping to enhance teaching, learning and assessment. Day to day, you will provide practical support and guidance, helping staff and students build their confidence in using digital tools and AI effectively.

About the Role – Duties and Responsibilities

- Inspire, coach and mentor staff on using AI and digital technology effectively for teaching, learning and assessment
- Keep up to date with emerging trends and developments AI and educational technologies and provide insights on their potential application
- Deliver training sessions, workshops and conduct one to one support to staff, enabling them to make effective use of digital technologies to support teaching, learning and assessment
- Collaborate with IT staff to ensure the smooth operation of digital learning resources
- Monitor and evaluate the effectiveness of digital learning initiatives
- To support the administration and development of Microsoft Teams as a LMS and all additional digital education and digital learning technologies
- To demonstrate excellent customer facing skills when providing technical advice and support to both student and staff queries in relation to the range of digital platforms and technologies available at Gloucestershire College
- Keep up to date with emerging trends, digital technologies, and best practices in assistive technology to enhance accessibility, inclusion, and learner support.



- To collaborate with the Head of Digital Learning, the Digital Learning Team, senior management, academic colleagues and other key departments to promote the best use of AI, digital learning and assistive technologies across Gloucestershire College
- Undertake lesson visits to support the use of AI and digital technologies in the classroom
- Promote inclusive digital practices and ensure learning resources meet accessibility standards.
- Assist with wider teaching and learning activities as required.

About You

Our Shortlisting Criteria

Essential	– Familiar with AI and digital technologies – Experience of working with AI and digital technologies – Proficient use of working with Microsoft Teams and Microsoft Office 365 applications – Strong communication and interpersonal skills, with the ability to build positive relationships with staff and students
Desirable	– Maths and English level 2 (or Equivalent). – Willingness to develop AI and digital learning skills – Experience using a range of AI and digital technologies to enhance teaching, learning and assessment – Experience of working within the education sector – Possession of relevant professional, vocational and academic qualifications – Evidence of effective continuous professional development.

The Perfect Person for us will demonstrate

Abilities	– Ability to motivate and inspire others. – Ability to coach and give constructive feedback and monitor impact. – A good communicator. – Flexible approach to work.
Job Circumstances	– Able to travel between college sites (if required) – Undertake any training required for the role – Hold an Enhanced DBS check or be willing to undertake a check. – This job description outlines the main duties at the time it was written. Tasks may change, but the role's overall nature and responsibility remain the same. These changes are normal and don't justify a change in the post's grading.



About the College – Our Expectations

- Take an active part in the Professional Development Conversations (PDC)
- Engage with all relevant Health & Safety regulations and assist the College in the implementation of its own Health & Safety Policy
- Actively promote the College's Equality and Diversity Policy
- Actively promote the College's Safeguarding Policy and Practices
- Support the College's sustainability policies and recognise the shared responsibility of carrying out duties in a resource efficient way
- Participate in enrolment
- Participate constructively in college activities and to adopt a flexible approach to your work.
- Undertake a first-aid qualification and participate in the first aid rota, as required.
- Undertake any other relevant duties as specified by your line manager commensurate with the level of this post

Safeguarding

At Gloucestershire College, we are committed to promoting the welfare and safeguarding of our young people and vulnerable adults. The College expects all students, staff and visitors to share this commitment. Safer recruitment practices are an essential part of this commitment.

If shortlisted, you will be required to complete a self declaration of any criminal record or other information that may make you unsuitable to work with children. This includes explaining any gaps in employment. Applicants will be required to disclose any cautions, convictions, reprimands or final warnings in line with the Rehabilitation of Offenders Act. The College is committed to the fair recruitment of ex-offenders in line with its policy and legal responsibilities.

Candidates will be asked to provide evidence of their right to work in the UK. Satisfactory references and online searches will also be completed as part of the safer recruitment process. The online search reviews publicly available information, including social media, to identify any concerns that may require further discussion. References may be requested either before interview, with consent, or following an offer of employment.

All successful applicants will be required to complete an enhanced DBS check appropriate to the role.