Job Description – Educational Technologist

Job Title:	Educational Technologist	Contract Type:	1-day addendum to contract or secondment
Department:	Academic	Hours of Work:	
Reporting To:	Penny Humby	Salary:	

Carlow College, St. Patrick's Carlow College, St. Patrick's is a small third level College specialising in degree level education in the Arts, Humanities and Social Care areas. The College has a rich tradition of education since its establishment in 1782. Its historic campus close to the centre of town offers an ideal learning environment. The College has a strong reputation for the quality of its education, based on small class sizes, an engaging and research active faculty, with strong academic and pastoral supports for students. Currently it delivers undergraduate degree programmes to level 8 in Arts and Humanities, English and History, Applied Social Studies in Professional Social Care, Psychology, and Social Political and Community Studies. A number of postgraduate programmes are offered, including a professionalising M.A. (Leadership in Therapeutic Child & Social Care) and a MA/PGDip in Irish Regional History. There are also several postgraduate diploma and certificate programmes. Additionally, the College has an international programme attracting students from a number of Colleges in the United States.

Our commitment to Equality, Diversity and Inclusion
Carlow College, St Patrick's is committed to providing an inclusive working and learning environment, valuing diversity and fostering a culture where the rights and dignity of all its staff and learners are respected. Carlow College is dedicated to ensuring that all of its activities are governed by principles of equality of access, opportunity and participation. We recognise and celebrate the diversity of our college community, its learners and staff and we seek to actively promote a spirit of inclusiveness and mutual respect. The College is also committed to identifying barriers to equality, diversity and inclusion and providing supports to staff and learners to achieve their full potential.

In the promotion of equality, diversity and inclusion, Carlow College seeks to:
- Ensure that no prospective or actual learner or member of staff will be treated less favourably than any other in a similar situation during their study or employment at Carlow College on one or more of the following grounds: age; disability; race; religion; civil status; family status; gender; sexual orientation; membership of the Traveller community.
- Provide education of excellent quality to all its learners, whatever their identity, background or life experience.
- Identify and reduce barriers, which might deter prospective learners and staff members from applying to the College and to promote access for under-represented communities.
- Provide reasonable accommodation to learners, staff and service users with disabilities.
- Ensure that the Carlow College, St. Patrick's *Equality Policy* applies to all aspects of the learner and staff experience and welfare.
- Ensure that bullying, harassment or discrimination are not tolerated in any circumstance.

Mission Statement
In the shared enterprise of education, through teaching, learning, practice placement and research activity, Carlow College, St. Patrick's prizes excellence in all it does and endeavours to respond creatively to the changing needs of its learners, of potential employers and of society.

Vision
Carlow College, St. Patrick's will educate, engage and inspire its learners through the provision of transformational learning and teaching experiences; it will enable a diverse learner and graduate population to achieve their academic

and career potential and enable them to contribute to the ethical development of society at local, national and global levels.

Our core values are:

Truth and Integrity – We aim to create a research-led teaching and learning environment that is interdisciplinary in nature that inspires openness to new ideas and critical thinking and that is ethical in practice.

Respect and Justice – We recognise the diversity of our college community and seek to promote actively a spirit of inclusiveness, mutual respect and equality of opportunity and access.

Collaboration and Social Awareness – By creating opportunities to work together, both internally and externally, we believe that collaboration and partnership can best contribute to the ethical development of local, national and global communities and society.

Friendliness and Service – We are committed to maintaining a hospitable, learner-centred environment that recognises each learner's individual learning journey, and that promotes, values and supports their personal, social and cultural development.

Creativity and Innovation – We believe that learning is about being open to new ideas and possibilities both in what we learn and how we learn. We are committed to being an educational space which promotes creativity and innovation as a way of responding to the contemporary world.

For information on our Governance and Organisation chart, please visit: College Governance

For information about Carlow College, St. Patricks, please visit: About Carlow College

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Role Information

Role Overview

The College is now seeking to appoint an **Educational Technologist.** The Educational Technologist provides expert support and guidance to faculty in the effective integration of technology to enhance learning and teaching. This role involves collaborating with lecturers to design, develop, and implement innovative instructional strategies utilizing various educational technologies. The ideal candidate will possess a strong understanding of pedagogical principles, learning theories, and a wide range of educational software and hardware. This is an internal appointment. This appointment will be made as a 1-day secondment for fulltime staff or a 1-day addendum for part-time staff. Additional training to fulfil the role may be provided for the right candidate. The Educational Technologist will sit on the Learning Teaching and Assessment (LTA) Committee and report to the Head of Academic Delivery and Programmes.

Key Responsibilities
- The Educational Technologist will support faculty in the development of pedagogical practices that are informed by engagement with technology and will train and coach faculty in Learning Technology skills, with the specific aims of enhancing learning, teaching and assessment in both traditional and blended learning environments.

Key Duties
- Train and Coach Individual Lecturers
- Develop Programme/College-level CPD
- Design and Upload Training Materials
- Monitor relevant Quality Assurance and Standards
- Reflect and Advise on current practices in Technology-Enhanced Learning (TEL) within the Higher Education landscape

Carry out the following duties:

- Support the faculty in creating and developing a variety of digital course materials to enhance their teaching to deliver engaging lessons

- Induct new faculty in the use of the VLE and related tools for teaching and assessment (Moodle, Turnitin)
- Train and coach lecturers with significantly different levels of expertise
- Monitor use of technologies and produce reports for Programme Directors and Head of Academic Delivery and Programmes
- Review, evaluate and respond appropriately to student feedback around the VLE
- Facilitate sharing good practice and innovation where learning technology is being explored
- Develop own skills and maintain current knowledge in digital applications and pedagogies
- Identify Learning Technology training needs and bring these to the attention of Learning Teaching and Assessment (LTA) committee
- Contribute to training events as appropriate
- Ex officio member of blended-learning programme design teams
- Liaise with key academic colleagues, co-create and share training materials
- Actively explore emerging technologies to seek out new ideas and practices to share with staff
- Actively use staff communication systems to ensure faculty are updated on new developments
- Support &/or pilot new software and hardware, liaising with the IT as required
- Work with IT and DPO to support e-safety
- Embed copyright awareness in training
- Be an advocate for the appropriate use of technology across the college, working with IT to ensure safe and approved use of said technology

Qualifications & Experience

- Master's degree (Essential)
- A minimum of two years' experience in developing and delivering educational material at third level (Essential)
- Proficiency in using a virtual learning environment (Moodle, Blackboard, etc.) (Essential)
- Experience with teaching in an online environment (synchronous or asynchronous) (Essential)
- Postgraduate certificate/degree in instructional design or equivalent (Desirable)
- Familiarity with Digital Pedagogy and Technology-Enhanced Learning (Desirable)
- Experience with education technologies such as Multimedia technologies, Generative AI, Microsoft Office, etc. (Desirable)

Skills & Competencies
The candidate must be able to demonstrate their capacity in the following areas:

- Work with and encourage staff to experiment with or further develop their approaches to teaching using technology
- Champion and support innovative educational practices both at the programme level and with individual faculty
- Develop and update teaching material within a Virtual Learning Environment
- Competence in teaching and administrative IT skills (Word, Excel, PowerPoint, e-mail, etc.)
- Learning new technologies
- Developing lessons using UDL principles
- Having a student-centred approach to module development
- A personal commitment to continuous professional development
- Strong record-keeping skills
- Flexibility and willingness to work under pressure to deadlines
- Able to work independently and within a team

Additional Requirements:
- Be prepare to take additional training to fill in knowledge gaps as appropriate

Additional Information:

- If an internal staff member cannot fill this role, this may be open to external candidates

This job description is not intended to contain a comprehensive list of activities, duties, or responsibilities. Additional duties may be assigned based on business operational needs.

Application Requirements

Candidates should submit their **C.V and covering letter** specifically outlining how their qualifications and experience fits the requirements of the role to hr@carlowcollege.ie **by Thursday 24th of July 2025.**

Please note that if you are considering applying for this post you must be able to supply proof of the right to work in Ireland. If you do not have the right to work in Ireland, you would need to obtain a work permit. We are obliged by European law to appoint people who are citizens of the European Economic Area (EEA) where possible.

Where there is no skills shortage for a particular post, it is highly unlikely that a work permit would be granted. Candidates may be required to produce documentary evidence to support any statements made by them on their application form or any supporting documentation.

Note: Candidates should note that any inaccurate information will invalidate their application.

***Please note that all applicants should answer the following questions/statements when submitting their application.**

*Please note that as part of Carlow College, St. Patrick's recruitment policy, all offers of employment are subject to two satisfactory employment reference checks and evidence of qualifications. This role requires that any offers are made subject to the successful applicant undergoing Garda vetting. This role will also require the successful candidate to submit copies of their qualifications.

This role is subject to the Probationary period outlined in the Colleges Probation Policy.

Personal data will be processed in accordance with our Privacy Notice for Employees.

Carlow College is an equal opportunities employer.

Handwritten CV's and forms will not be accepted. No late applications will be accepted.

Benefits available through the College	
☐ Maternity/Adoptive Leave contribution ☐ Paternity Leave contribution Parental ☐ and Parent's Leave ☐ 20 days Annual Leave ☐ College Days ☐ Sick Leave contribution ☐ Bereavement and Compassionate Leave ☐ Study and Exam Leave ☐ Conferring Leave ☐	• Time Off in Lieu (TOIL) • Professional Membership Fees • Educational Assistance • PRSA Scheme • Taxsaver • Bike to Work Scheme • Microsoft Home User Package (MHUP) • Employee Assistance Programme • Flexi-Time (PSS) • Hybrid Working (subject to role)