

Digital Learning Designer Apprentice Level 5 – Job Description

General Purpose of the Job:

The **Digital Learning Designer Apprentice** will support the Learning and Development (L&D) team in designing, producing, and delivering high-quality training content that enhances the learning experience of staff across OHC&AT. This role will involve working closely with subject matter experts to translate ideas and information into engaging and accessible materials, such as videos, infographics, e-learning modules, and written guides.

As part of their apprenticeship, the Digital Learning Designer will gain hands-on experience in a variety of digital learning design tools and platforms, develop skills in digital storytelling, and learn about the principles of effective adult learning. This is an exciting opportunity for a creative and motivated individual to make a real impact in education while building a strong foundation for a career in L&D.

Functional Links

The Digital Learning Designer Apprentice will work closely with members of the Learning and Development team, the HR and Marketing team, to support the development of high-quality learning resources. They will also liaise with subject matter experts across the organisation, including colleagues from schools and central teams, to gather insights and ensure content is accurate, relevant, and aligned with OHC&AT's values and goals. The postholder will be required to undertake a variety of duties both independently and under supervision and will be required to maintain the high standards of the College and OHC&AT.

Reporting Relationships

The postholder will work under the direction of the Head of Learning and Development and liaise closely with the Learning and Development Administrator.

DUTIES AND RESPONSIBILITIES:

Job Summary

The Digital Learning Designer Apprentice will assist in the design and development of engaging learning materials for staff across OHC&AT. This includes supporting the creation of videos, digital resources, and written content to enhance training and development opportunities. Working under the guidance of the L&D team, the apprentice will contribute to the planning, production, and review of content, ensuring it is inclusive, accessible, and aligned with the organisation's learning objectives.

Digital learning design

- Support the design and development of engaging learning materials, including presentations, videos, infographics, quizzes, guides, and e-learning modules.
- Support the full video production process – including planning and scripting, organising logistics, filming, editing, adding captions or graphics, and preparing final versions for sharing across platforms.
- Help adapt existing content to make it more visually engaging and accessible for a range of staff audiences.
- Work with subject matter experts to gather information and translate it into clear, structured, and learner-friendly content.
- Use software tools (e.g. Descript, Canva, PowerPoint) to create high-quality digital learning assets.
- Explore and use AI tools (e.g. text generation, image creation, transcription services) to support the efficient development of high-quality and engaging learning content, while ensuring responsible and ethical use aligned with organisational guidelines.
- Ensure all content meets accessibility requirements and reflects OHC&AT's values and inclusive approach.
- Upload and manage content on relevant platforms, such as The National College or the staff intranet (the Hub).
- Contribute to the continuous improvement of learning materials by gathering feedback and making updates as needed.
- Support the L&D team with administrative tasks related to content development, such as organising files, maintaining content libraries, and updating tracking spreadsheets.
- Take part in planning and creative discussions within the team, bringing fresh ideas and learner perspectives to content creation.
- Attend relevant training and apprenticeship sessions, applying learning to day-to-day tasks and demonstrating growth throughout the apprenticeship journey.
- Support the Learning and Development team with other projects and initiatives as required.

General duties

- Provide and promote HR service excellence and foster effective teamwork and business relationships.
- To communicate sensitively with a wide range of people, including colleagues, students (who may communicate through challenging behaviour), external contacts and the public.

- To maintain information in a confidential manner, following data protection regulations and ensuring the HR operational team and personnel files and recruitment records are GDPR compliant.
- To maintain and apply an up-to-date knowledge of terms and conditions of employment for Lecturers, School Teachers, Managers, Single Status staff and others as required.
- Supporting all aspects of Child Protection and Safeguarding of Vulnerable Adults.
- Promoting the Equality and Diversity policy in all areas of work.
- Supporting Health, Safety and Wellbeing within the workplace.
- To undertake Continuing Professional Development (CPD) and training to update own skills and knowledge.
- To carry out all duties in accordance with College, OHCAT and affiliate policies, including the Equality and Diversity Policy, Safeguarding policies and Health and Safety Policy.
- To carry out other such similar duties that may be reasonably required by the Director of HR, Head of Learning and Development and L&D Administrator.

Other

- Support will be offered off site / on site to fulfil the requirements of the Apprenticeship scheme.
- Comprehensive training and mentorship will be provided in Digital learning design allowing you to develop the expertise needed to excel in this role.
- Opportunity to gain practical experience in a growing organisation.
- Access to company resources, systems, and tools to aid your professional development.
- A supportive, collaborative work environment with opportunities for learning and growth.
- This job description is not exhaustive and is subject to change.

Additional notes

- *Job Descriptions are to be reviewed annually*

The responsibilities listed above are the essentials of the post; it is always open to the postholder to propose ways of extending these responsibilities

Digital Learning Designer Apprentice Level 5 – Person Specification

The Person Specification shows the abilities and skills you will need to carry out the duties in the Job Description. Shortlisting is carried out based on how well you meet the requirements of the Person Specification. You should mention any experience you have had which shows how

you could meet these requirements when you fill in your Application Form. If you are selected for interview, you may be asked also to undertake practical tests to cover the skills and abilities shown below.

Area	Requirement	Essential/Desirable
Academic	Ability to meet the entry requirements of the Digital Learning Designer Level 5 apprentice course attached to this apprenticeship and to attend and undertake the studying and course work required to complete the course	Essential
	Educated to at least GCSE standard, with five passes at Grade C (or equivalent) including English and Mathematics	Essential
Abilities, Skills and Knowledge	A strong interest in L&D and digital learning design	Essential
	Good IT skills; ability to use Microsoft Office packages including Word, Power point, Excel and Outlook	Essential
	Willingness to learn and use new software and technology, including AI tools.	Essential
	Excellent communication skills, both written and verbal, with the ability to create engaging content materials	Essential
	Attention to detail and a commitment to producing high-quality, accurate content.	Essential
	Ability to prioritise workload and meet deadlines in a busy environment.	Essential
	Ability to identify problems or challenges in a task and seek appropriate solutions independently or with support.	Essential
	Strong team player who can work collaboratively with colleagues across departments.	Essential
	A friendly manner and positive attitude, with a willingness to learn and adapt to new challenges.	Essential
	Able to adhere to OHC&AT's Equality and Diversity, Safeguarding of Children and Vulnerable Adults, Data Protection and Health and Safety Policies	Essential
	Experience with basic video editing software (e.g. Descript, Loom, Adobe Premier Rush).	Desirable
	Experience using design software to create infographics or visual learning aids (e.g. Canva).	Desirable
Experience with using AI tools to support content	Desirable	

	creation, such as generating scripts or outlines for videos and articles.	
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Orchard Hill College and Academy Trust is proud to be a Disability Confident Employer, committed to creating an inclusive and supportive workplace for all.

As part of the Orchard Hill College & Academy Trust's pre appointment checks, current and past employers will be contacted for shortlisted candidates. Any discrepancies or anomalies, and/or issues from references will be discussed at interview with shortlisted candidates.