



Recruitment

Praxis Language Gym IT Systems Administration & Support Officer

Praxis Language Gym is an exciting and innovative initiative of Praxis Enterprise CIC. We are looking to appoint suitably qualified and experienced IT System Administration & Support Officer. The IT System Administration & Support Officer will take a central role in the development, supporting and maintenance of a Blackboard based Virtual Learning Environment (VLE) and Virtual Classroom for a new and innovative English Language Service- the Praxis Language Gym (PLG).

The PLG is designed to provide the highest standard of language teaching and learning whilst taking full advantage of new developments in educational technology. Moving beyond classroom based provisions, the PLG use an IT based multiple delivery model (computer, DVD, Video, Mobile) that ensures self-directed, face-to-face and open access English language acquisition which responds to the differing learning needs and life conditions of a diverse community of learners: highly skilled migrant workers, low-medium skilled migrant communities, overseas students, people on family reunion and spouse visas and refugees. As such, the PLG adopts principles of blended learning combining the VLE with a virtual classroom (VC) as well as direct tutor/member interaction and group learning activities. The VLE will use the Blackboard platform including Blackboard Collaborate and hence, demonstrable recent experience with Blackboard VLE & VC will be an advantage for the System Administration & Support role.

The Praxis Language Gym will enter into its pilot phase in January 2014 and go live in April 2014 and to this effect, the IT Systems Administration & Support Officer will:

- engage in the development, maintenance and support of the Blackboard based VLE and VC in line with a dynamic pedagogical approach which blends interactive face-to-face and online learning with tailor-made learning material and constant feedback mechanisms

- provide first line support to users, both instructors and learners and liaising with the system suppliers to resolve issues in a timely manner
- assist with promoting and marketing of the Language Gym and its image, especially through social media, liaising with appropriate personnel
- ensure the highest level of professional service and support

Extended details about the post are outlined in attached **Job Description & Person specification**.

Praxis Enterprise wishes to appoint the IT Systems & Support Administrator soon after the recruitment process.

Please complete and email attached **PE CIC Application Form** outlining your educational and employment history, including your skills and experiences, and describing your suitability for the role referring to requirements in the Job Description & Person Specification. You can also email a copy of your CV not exceeding 3 A4 sides.

Email completed application to recruitment@praxisenterprise.co.uk

Deadline for submitting application- Midday 2nd Dec 2013

Interviews will be held on 9th Dec 2013 from 1pm

Start date: as soon as possible

For further details please contact:

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Tuesday 5th November 2013