

Job Title: Learning Resource Facilitator
Responsible to: LRC Team Leader

Purpose of the Role

The post holder will be expected to:

- Provide an effective professional service to users of Learning Resources Centres and help maintain the smooth, day to day running of them.
- Advise and guide staff and students in the use of a range of digital and learning resources to impact positively on teaching and learning.
- Provide effective support for systems and related technological services inside and outside the classroom.
- Use initiative and act as a pro-active LRC team member, liaising with other teams in college to best support learning.
- Work flexibly across all services in the LRC and across the wider college in line with business needs, providing administrative support as necessary e.g. supporting the college enrolment process.
- Contribute to both LRC based and cross college initiatives to promote the LRC and support wider college activities that impact on teaching, learning and engagement.
- Support the Head of Department, LRC Team Leader and Librarian to ensure that all resources are up to date and relevant.

Duties

1. To facilitate the application of digital literacy and ICT skills to enable groups and individuals to achieve their learning objectives.
2. To support the development of literacy skills by promoting and contributing to library services and literacy initiatives organised by LRC.
3. To maintain an active learning environment that meets quality requirements both within centres and across the college.
4. To be both proactive and responsive to users in terms of monitoring and supporting their learning.
5. To be both proactive and responsive in ensuring knowledge and understanding of LRCs e-resources are current and relevant to enable efficient support for both students and staff in researching their subject areas.
6. To promote and raise the profile of LRC, its staff and services to encourage high levels of engagement amongst staff and students.
7. To liaise with other areas of the College as appropriate and provide support for systems use and implementation.

8. To work across all LRC services flexibly to enable the use of all College LRC facilities to its users.
9. To work flexibly across all required duties in the LRC to ensure the efficient and effective running of all of the LRCs.
10. To work with a range of LRC resources and new initiatives to ensure that the College LRC provision remains up to date, relevant to learners and forward thinking.
11. To work alongside the LRC Team Leader and Librarian to ensure that all resources are up to date and relevant, this includes working on ordering and acquisitions.
12. To work alongside the LRC Team Leader and Librarian to ensure that all cataloguing and categorising tasks are carried out and up to date.
13. To help ensure the systems in the LRCs to monitor and track and monitor the use of resources are efficient and effective.
14. To work alongside the Head of Department, LRC Team Leader and Librarian to ensure that all required statistics are up to date and provided for all internal and external requirements.
15. To undertake appropriate development as agreed with line manager via the College's Performance Review and Development system in accordance with the College's Strategic Plan.
16. To be available to work two evenings per week where necessary and to provide further evening cover when necessary as agreed with line manager.
17. To work across all College sites and on flexible rotas as required.
18. To work co-operatively with other areas of the College to provide a corporate College service, particularly busy time such as enrolment times & during academic vacations.

Corporate Responsibilities

1. To share and demonstrate the values of the College.
2. To adhere to all College regulations including financial regulations.

General Responsibilities

1. To take responsibility for one's own continuous and professional development.
2. To ensure compliance with GDPR and Freedom of Information Act.
3. To follow strictly the requirements of College policies

You may be required to undertake such other duties, commensurate with your grade and hours of work, as may reasonably be required.

You may be required to work at or from any building, location or premises of Wigan and Leigh College, and any other establishment where Wigan and Leigh College conducts its business.

Variation to this Job Description

This is a description of the job as it is at present, and is current at date of issue. The job description will be reviewed and updated as necessary to ensure that appropriate revisions are incorporated, and that it relates to the job to be performed. This process is carried out through discussions with Management. You are expected to participate fully in the review and, following discussion to update your job description as is considered necessary or desirable. It is our aim to reach agreement on reasonable changes. However, if such agreement is not forthcoming, Management reserves the right to insist on changes after consultation with you.

This College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The successful candidate will be required to apply for a Disclosure and Barring Service (DBS) check. Further information about the DBS can be found at www.gov.uk

September 2022

Person Specification

Post Title: Learning Resources Facilitator

Please use this document when completing the 'Person Specification Requirements' section of the Application Form.

Where appropriate, you should give examples of how you meet the criteria, i.e., it is not sufficient to say that you can communicate effectively; you should give examples of how you have used your communication skills effectively.

Qualifications	Essential/ Desirable
• GCSE Maths and English grade C qualifications or recognised equivalent or to attain within the probationary period	E
• Qualification in Administration, IT, Library, Administration, Customer Care or related field at Level 3	E

Knowledge

• An understanding of equality and diversity in relation to Teaching and Learning	E
• An understanding of working in an educational/training environment	E
• Appropriate working knowledge of software applications and systems	E
• An understanding of technology use in teaching and learning	E
• An understanding of printed materials and resources and how these can be used to support learning	E
• An understanding of virtual environments and blended learning to support teaching and learning	E
• An understanding of technology hardware in the support of learning	D

Competencies

Able to:

• Demonstrate relevant active support to students both within the centres and outside	E
• Demonstrate relevant active support to staff	E
• Demonstrate effective cross team working to meet the needs of the organisation	E
• Demonstrate effective interpersonal skills	E
• Demonstrate effective and proactive team working skills across the organisation	E
• Deal effectively and efficiently with a broad spectrum of people and abilities	E
• Recognise and work towards excellence	E
• Adopt a flexible approach to working hours and fluctuating work schedules within the College year	E
• Work on several projects simultaneously	E
• Demonstrate initiative	E