

JOB DESCRIPTION

Post Title: Apprentice Learning Resources Facilitator

Responsible to: LRC and Central Support Co-ordinator

Purpose of the Role

The post holder will be expected to:

- Provide an effective professional service to users of Learning Resources centres.
- To provide a service to staff and students in the use of information technology to positively impact on teaching and learning.
- To provide effective support for systems and related technological services inside and outside the classroom.
- To act as an active learning team member.
- To work flexibly across all services in the LRC and the wider Student Services department
- To work with the Senior Learning Resource Facilitator, Librarian and LRC and Central Support Co-ordinator to ensure that all resources are up to date and relevant

Duties

1. To work alongside Centre Support Co-ordinators to facilitate the application of digital literacy and ICT skills to enable groups and individuals to achieve their learning objectives.
2. To maintain an active learning environment that meets quality requirements both within centres and across the college.
3. To be both proactive and responsive to users in terms of monitoring and supporting their learning.
4. To liaise with other areas of the College as directed and monitored by the Senior Learning Resources Facilitator to provide support for systems use and implementation.
5. To work across all LRC services flexibly to enable the use of all College LRC facilities to its users.
6. To work flexibly across all required duties in the LRC to ensure the efficient and effective running of all of the LRCs.
7. To work under the guidance of the LRC team to ensure that all required duties across the full range of requirements in the LRC are sufficiently addressed to ensure the LRC runs effectively.

8. 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.
9. To work alongside the Senior LRC Facilitator, Librarian and LRC and Central Support Co-ordinator to ensure that all resources are up to date and relevant, this includes working on ordering and acquisitions.
10. To work alongside the Senior LRC Facilitator, Librarian and LRC and Central Support Co-ordinator to ensure that all cataloguing and categorising are carried out and up to date and the systems in the LRCs to monitor and track resources in and out are efficient and effective.
11. To work alongside the Senior LRC Facilitator, Librarian and LRC and Central Support Co-ordinator to ensure that all required statistics are up to date and provided for all internal and external requirements.
12. To undertake staff appraisal and appropriate development as agreed with line manager in accordance with the College's Strategic Plan.
13. To be available to work one evenings per week and to provide further evening cover when necessary as agreed with line manager.
14. To work across all College sites and on flexible rotas as required.
15. To work co-operatively with other areas of the College to provide a corporate College service, particularly busy time such as enrolment times and 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 ones own continuous and professional development.
2. To ensure compliance with the Data Protection Act and Freedom of Information Act.
3. To follow strictly the requirements of the College policies and in particular the Health and Safety Policy, Sustainability Policy and Equality/Diversity Policy and to maintain confidentiality in all aspects of College business.
4. To work co-operatively with other areas of the College to provide a corporate College service, particularly at enrolment times and during academic vacations.

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

March 2017

Required Qualifications

- GCSE Maths and English grade C qualifications or recognised equivalent or to attain within the probationary period
- Qualification in Administration or IT at Level 3

Required Knowledge

- An understanding of equality and diversity in relation to Teaching and Learning
- An understanding of working in an educational/training environment
- Appropriate working knowledge of software applications and systems
- An understanding of technology use in teaching and learning
- An understanding of Virtual environments and blended learning to support teaching and learning
- An understanding of technology hardware in the support of learning

Required Competencies

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

Other Requirements

- Able to travel as necessary to fulfil the duties of the post
- A willingness to work flexibly and outside of normal office hours; evenings, weekends and occasionally at bank holidays

This post is exempt from section 4 (2) of the Rehabilitation of Offenders Act, 1974, as the duties give you access to persons who are under the age of 18. Applicants are not entitled to withhold information about convictions, which would be regarded as spent for other purposes.