

ADVERT

Learning Facilitator (Digital & Academic Skills)

Ref: ME2223028

Hours: 37 hours per week

Salary: In the range of £20,966 -£23,176 per annum (Dependent on skills, experience and qualifications)

Reporting to: College Librarian

Primary Location: Northampton, Booth Lane Campus but will also be required to work at the Lower Mounts and Daventry sites

Closing Date: Tuesday 31st January 2023

Interview Date: Wednesday 8th February 2023

About Northampton College

Northampton College is proud to be the leading provider of further education in the South East Midlands region. As a College, who have been rated by Ofsted as 'good' with outstanding features, we are committed to developing the professional and technical skills of our students, who are the workforce and leaders of the future.

The Team

The Library Team are very proud to support Northampton College's culture of high standards, an inclusive working and learning environment, and a professional committed workforce who are focussed on supporting our students to achieve the best they possibly can.

The Role

The role of Learning facilitator provides students and staff with excellent levels of support, advice and guidance in accessing wide range of learning resources in various formats, including the use of digital platforms and development of digital and academic skills.

The Successful Candidate

The successful candidate's knowledge, skills, experience, abilities and qualities will include:

- Good standard of general knowledge. Degree or equivalent.
- High standard of digital skills and ability to apply them in the educational environment.
- Passion for working in diverse and vibrant educational environment.

Rewards and Benefits include

- 35 days annual leave, comprising 24 personal days, pro rata (1 September – 31 August), including 8 bank holidays and 3 closure days. The College reserves the right to designate up to 3 closure days per holiday year
- Discounts through membership of the NUS, ranging from Student Prime (Amazon), to eating out, fashion, beauty, entertainment, technology and travel
- Eligible to join the Local Government Pension Scheme (a defined benefit scheme including an employer contribution rate of 22.9%)
- Access to continued professional development
- Free car parking
- Gym facilities
- 24 hours per day, 365 days per year Employee Support Helpline
- Enhanced maternity/shared parental and paternity schemes
- Paid Compassionate Leave - up to five working days paid absence (in a rolling twelve-month period) on compassionate grounds in the event of bereavement or serious illness of a close relative)

If you would like to be a part of our successful team please go to <https://www.northamptoncollege.ac.uk/working-for-us.html> for further details on how to apply.

For further details on the role and an informal discussion please contact Grazyna Kuczera on 01604 734020 or email Grazyna.kuczera@northamptoncollege.ac.uk

Job share will be considered for this post

This post will require a Disclosure and Barring Service (DBS) check



Job Description & Person Specification **Learning Facilitator (Digital & Academic Skills)**

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Northampton College

Northampton College is proud, as the leading provider of further education in the South East Midlands region, to have been ranked, in the 2018/2019 National Achievement Rates Tables (NART), as 7th out of more than 200 colleges for 16 to 18-year old education and training. As a College, who have been rated by Ofsted as 'good' with outstanding features, we are committed to developing the professional and technical skills of our students, who are the workforce and leaders of the future.

The College has a culture of high expectations and high achievement, with 95% of students passing their qualifications and 94% progressing into employment or further study. The expertise, professionalism and commitment of all our staff is critical to the students' and College's success as we strive for excellence in everything we do and our ambition to be an outstanding College.

Values

- Respecting and helping each other
- Engaging people through teaching with expertise and enthusiasm
- Developing people through learning
- Bringing out the best in each other
- Playing our positive role in our community

Working as part of the team

The Library Team are very proud to support Northampton College's culture of high standards, an inclusive working and learning environment, and a professional committed workforce who are focussed on supporting our students to achieve the best they possibly can.

Job Purpose

Provide students and staff with excellent levels of support, advice and guidance in accessing wide range of learning resources in various formats, use of digital platforms and development of digital and academic skills.

Role Specification

- Support students with their studies by providing a welcoming, stimulating, creative, safe and student focused environment at all times.
- Provide support to students and staff in the use of a range of standard software applications in accordance with the College Digital Strategy.
- Supervise group and individual learning activities.
- Conduct agreed range of tasks and responsibilities to support overall LibraryPlus Team's objectives with strong focus on developing and delivering digital and academic skills at various levels.
- Provide support to students and staff in the use of a range of electronic resources and course related software packages
- Create guides and learning materials, both electronic and paper based.
- Contribute to creation of resources and activities to support literacy, numeracy and development of digital capabilities.
- Carry out processes relating to the library services daily operations: use of LMS 'Heritage', locating relevant resources, support enquiry service etc.
- Ensure that library environment is conducive to learning and lead a courteous and efficient service to all LibraryPlus users.
- Work alongside the Learning Technologist to collaborate, inspire and share ideas in e-learning throughout the college.
- Undertake training on a range of technologies which facilitate teaching and learning and disseminate the knowledge to colleagues in a way which encourages practical application to improve student independent learning.
- The post holder may be required to perform duties other than those given in the job description for this post. The particular duties and responsibilities attached to the post may vary from time to time without changing the general character of the duties or the level of the responsibility entailed.

Generic Business Support

- To support and contribute to the friendly and supportive ethos of the Faculty/Department, particularly in communications with learners and staff
- To maintain the highest professional standards
- To participate on appraisal and staff development
- To treat colleagues with dignity and respect
- To demonstrate an understanding of the significance of equality of opportunity and diversity, and implement it in all aspects of your work
- To ensure a healthy and safe working environment at all times, and take reasonable care for your own safety and that of other College users
- To comply with all approved College policies and procedures
- Ability to travel to other College sites as and when required.

The above list is not exhaustive. The responsibilities and duties may vary from time to time without changing the character of the post. You will be expected to adopt a flexible approach to ensure the efficient and effective running of departments.

Other Information

Dignity, Diversity and Inclusion

Northampton College is proud of its diverse cohort of students and is committed, morally and through statute, to the values of equality, diversity and inclusion.

To embed this throughout the College we encourage and welcome applications for job vacancies from people of all backgrounds. Our recruitment and selection processes incorporate anonymity of protected characteristics at both the shortlisting of applications stage and through selection process, wherever feasible.

This, along with other measures that promote full and fair consideration of all applications, along with the College's implicit ethos of inclusion, enables the College to promote equality of opportunity and eliminate unlawful discrimination on the grounds of: sex; race; disability; age; sexual orientation; gender reassignment; religion or belief; marital status, or pregnancy and maternity.

All members of the College's staff community are required to adhere to and promote the College's values of respect for each other, dignity, diversity and equal opportunity, enabling the continual evolution of a culture of inclusion, where diversity and difference is embraced and open, positive discussion is genuinely valued.

As importantly, the College will not tolerate unlawful discrimination, harassment or victimisation within the organisation.

Northampton College prides itself on being the College of the community and its role in enabling access to education and the provision of an inclusive learning environment, where respect and differentiation in learning is fundamental to our students' success.


Safeguarding

The College is committed to the safeguarding the welfare of its students, staff and visitors.

Safeguarding checks, for example obtaining employment references and the completion of Disclosure & Barring Service (DBS) checks for all new/potential employees and regular visitors to the College, help ensure the safety of our College environment.

It is compulsory for all staff to complete safeguarding training both at the start of their employment and regularly throughout their employment to ensure they have the knowledge to fulfil their safeguarding responsibilities in respect to keeping children safe in education. This includes being able to work with students to develop their understanding of the values of democracy, the rule of law, individual liberty, mutual respect and tolerance of those with different faiths and beliefs, and for those without faith.

The College has policies and procedures in place to deal effectively with child protection and safeguarding issues, including those which align with the PREVENT counter-terrorism strategy.



Additionally, the College has robust Safeguarding recording and monitoring processes which correlate with current safeguarding legislation.

Professional Development and Performance and Appraisal Reviews

In addition to mandatory training in respect to Equality and Diversity, Safeguarding and Data Protection (and any other training that the College considers all members of the staff community to undertake), professional development opportunities are available to all members of staff to help them to reach their full potential within their role.

The ability of all members of our staff community to reflect on their performance and both areas of success/achievement and development is a fundamental aspect of the College's ability to continue to improve its quality and outcomes for students. In joining Northampton College, you will be expected, as a professional in your area of expertise, to continually seek ways to enhance your contribution to the organisation, with the Performance and Appraisal Review, with your line manager, being one element of this.

Health and Safety

Under the Health & Safety at Work etc Act 1974, in addition to the College's responsibility to the welfare of its staff community, it is the responsibility of individual staff to take care of their own health and safety at work and that of others who may be affected by their actions.

All members of the College community are required to comply with health and safety obligations, including the prompt reporting of any defects, risks or potential hazards.

Data Protection

The College's stakeholders should be confident that the College hold data in accordance with the Data Protection Principles of: Lawfulness, Fairness and Transparency; Purpose Limitation; Data Minimisation; Accuracy; Storage Limitation; Integrity and Confidentiality (Security), and Accountability.

As such, there are internal policies and controls in place to ensure that data is not lost, accidentally destroyed, misused or disclosed and is not accessed except by those authorised to do so in the performance of their duties. It is paramount that all usage and retention of data complies with the Data Protection Act 2018, General Data Protection Regulation (GDPR) and the Computer Misuse Act 1990 and that, as an employee you adhere with all protocols in this regard.

Person Specification

The selection of candidates for short-listing will be based on this specification and candidates should bear this in mind when preparing their application and completing the application form.	Essential/ Desirable	Assessment Method
Qualifications		
<ul style="list-style-type: none"> Educated to level 2 GCSE standards and/or relevant experience 	E	A
<ul style="list-style-type: none"> Degree or equivalent 	E	A
<ul style="list-style-type: none"> Good standard of general knowledge 	E	A
<ul style="list-style-type: none"> Teaching qualification 	D	A
Experience		
<ul style="list-style-type: none"> Experience of working with new learning technologies 	E	A/S
<ul style="list-style-type: none"> Proven track record of customer service in a diverse environment 	E	A/S
<ul style="list-style-type: none"> Experience of working in an educational environment 	E	A/S
<ul style="list-style-type: none"> Experience of facilitating student learning and research 	E	A/S
<ul style="list-style-type: none"> Experience of using social media in an educational environment 	E	A/S
Knowledge/Skills/Abilities		
<ul style="list-style-type: none"> Strong IT skills in Microsoft Office packages and confidence to support others in these 	E	A/S
<ul style="list-style-type: none"> Good knowledge of MAC operating system, web design 	E	A/S
<ul style="list-style-type: none"> Understanding of learning styles and how to support them with learning technologies 	E	A/S
<ul style="list-style-type: none"> Good oral and written communication skills 	E	A/S
<ul style="list-style-type: none"> Ability to be patient and diplomatic 	E	A/S
<ul style="list-style-type: none"> Ability to communicate clearly and concisely at all levels whilst understanding your customer's needs 	E	A/S
<ul style="list-style-type: none"> Ability to be self-motivated, to reflect on own performance within a role and to identify areas of learning/improvement 	E	A/S

The selection of candidates for short-listing will be based on this specification and candidates should bear this in mind when preparing their application and completing the application form.	Essential/ Desirable	Assessment Method
• Ability to multi task whilst having exceptional attention to detail	E	A/S
• Ability to use own initiative and work as a team member	E	A/S
• Flexible approach to work and work area, working outside normal hours when reasonably required to do so as role is likely to include some evenings and Saturday deployment	E	A/S
• Confidence in managing groups of students and the ability to deal with and embrace a diverse college population	E	A/S
• Understanding of safeguarding as it pertains to the Further Education Sector	E	A/S
• Understanding of the benefits of equality, diversity and inclusion within society	E	A/S
• Understanding of the principles of Data Protection	E	A/S
• Ability to travel effectively, for example to other College campuses (Daventry and Northampton)	E	A/S
Qualities		
• Strong work ethic	E	A/S
• Collegiate	E	A/S
• Innovative	E	A/S
• Flexible	E	A/S
• Team, customer and organisation focussed	E	A/S
• Reliable	E	A/S
Level of Physical Ability and Activity		
• Occasional lifting may be required	E	A
• Need to move around the sites will be required	E	A

E = Essential **D** = Desirable

A = Application Form **S** = Selection Process