

## CHESTERFIELD COLLEGE

### JOB DESCRIPTION

<b>POST TITLE:</b>	Learning Facilitator
<b>GRADE:</b>	Harmonised Salary Scale Point 14-16 (pro rata)
<b>RESPONSIBLE TO:</b>	Learning Resources Manager
<b>RESPONSIBLE FOR:</b>	Provide excellent customer service in the delivery of directed support for learning to all College learners, both face to face and online. They will facilitate both planned and spontaneous learning opportunities. They will direct and support learners to use the most appropriate resources available that meet their needs and develop their independent learning and support the College's vision to become and sustain outstanding.
<b>DEPARTMENT:</b>	Learning Resources
<b>WORK ARRANGEMENTS:</b>	30 hours per week/52 weeks per year

### PURPOSE OF THE POST

The post holder will:

1. Have experience of working with individual and groups of students, to provide support for learning in a library / learning resource centre setting.
2. Plan to develop subject specialisms to provide more tailored support to learners in designated vocational areas.
3. Have the confidence to deal with student and staff enquiries on a wide range of subjects.

### DUTIES AND RESPONSIBILITIES

1. Work effectively with curriculum teams and wider services, respecting and valuing each other, to deliver outstanding services to students.
2. Provide excellent customer service to all users of the Learning Resource Centres and ensure a welcoming, positive and productive environment.
3. Actively support all students across all Learning Resource Centres by guiding, advising, informing and demonstrating, through either planned or spontaneous learning opportunities.
4. Support the development of independent research and study skills of students appropriate to their level.
5. Develop strong links with curriculum teams to plan and deliver support for students and their learning.

6. Design and deliver study skills sessions to will support and enhance the student's knowledge of learning resources and study skills techniques.
7. Facilitate student learning as part of SOLA (Scheduled Online Learning Activities) and work with students to support them in the completion of independent direct self-study.
8. Develop and maintain a thorough knowledge of the full range of College learning resources; direct and support students in accessing and utilising them.
9. Develop and provide online support for students who may not access the College site.
10. Take an active lead on challenging negative behaviours and attitudes and liaise with curriculum teams and wider support services as required.
11. Attend curriculum team meetings to raise the profile of the Learning Resource Centres and present an opportunity for discussion.
12. Develop subject specialisms and pedagogies through own continuous professional development to support vocational learners.
13. Create high quality training resources in a range of formats (e.g. video, podcast, screencast etc.) that promote and support the adoption of appropriate learning technologies across College.
14. Document and provide guidance materials supporting the use of both newly adapted and established learning resources.
15. Promote, develop and assist with the evaluation and impact of resources and service delivery.
16. Assist with the management and administration of resources, hardware, software and systems.
17. Take on specialist roles within the Learning Resources team.

## **GENERAL**

1. Take responsibility for one's own professional development and continually update as necessary, participating in appropriate staff development activities as required including the Professional Development Review.
2. Promote a positive image of the College and the work that is carried out across its various services.
3. Comply with all legislative and regulatory requirements.
4. Apply the College's own Safeguarding Policy and practices and attend training as requested.
5. Show a commitment to diversity, equal opportunities and anti-discriminatory practices. The post holder is expected to comply with and promote the College's Equal Opportunities Policy in all aspects of their duties and responsibilities.
6. Carry out any other reasonable duties within the overall function, commensurate with the grading and level of responsibility of the job.
7. Take an active role in the health, safety and welfare of students and staff, attending training and carrying out health and safety related activities as appropriate to the role.

## Person Specification

<b>Post:</b>	Learning Facilitator	<b>Department:</b>	Learning Resources & TEL
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<b>Key Requirements:</b>	<b>Essential/ Desirable</b>	<b>Assessed</b>
<b>Qualifications:</b>		
Possess or a commitment towards gaining the Level 3 Award in Education & Training	E	A
Level 3 academic/vocational qualification	E	A
Level 2 qualification in IT	E	A
Level 2 or equivalent qualification in maths and English e.g. GCSE or equivalent grades A – C	E	A
<b>Experience:</b>		
Excellent customer service ideally working in an educational setting	E	A/I
Experience of popular and emerging learning resources and technologies	E	A/I
Facilitating learning with groups of students	E	A/I
Effective partnership working across multiple departments	E	A/I
Teaching or training experience through either face to face delivery or online support	D	A/I
Coaching and mentoring to support the development and independent study skills of learners both at college and remote	D	A/I
<b>Skills/Knowledge:</b>		
Excellent interpersonal and communication skills with the ability to influence in a positive manner	E	I
ICT and learning resources to provide support for students	E	A/I
Strong curriculum knowledge of at least one vocational area and its relevant learning resources, both physical and virtual/digital	E	A/I
Knowledge of the Post-16 education sector	D	A/I
<b>Qualities</b>		
Be able to work effectively as a team member	E	I
To be responsive to customers in planned and spontaneous learning opportunities	E	I
Able to use own initiative	E	I
Active in own professional development	E	I
Must be able to demonstrate a flexible approach	E	I
Committed to the College's core values and mission	E	I
<b>Other Requirements:</b>		
An understanding of Safeguarding of Children & Vulnerable Adults within the workplace	E	I
Full commitment to Equal Opportunities and anti-discriminatory working practices	E	I

**E = Essential**

**D = Desirable**

**A = Application**

**I = Interview**

**T = Test**

<b>Produced by:</b>	Katie Tarrant	<b>Date Produced:</b>	August 2019
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