

**Learning Resource Centre Facilitator**

**Job Description**

## Main Purpose of Job

To assist in the day-to-day running of the Learning Resource Centre and to provide guidance and support to students on an individual or group basis to become independent and expert learners, ensuring a quality service is provided to all staff, learners, and visitors.

**Support for Students**

* To provide a quality learning and learning resource service.
* To supervise and support the Learning Centre users in accessing the full range of resources, facilities, and equipment.
* To assist in the acquisition, development, display, promotion, and circulation of learning resources.
* To implement strategies to maintain high standards, monitor Learning Centre use and to ensure that all users can work safely and make effective use of the environment and resources.
* To take responsibility for the development of a range of resources to support all students at all levels with their learning.
* To provide helpdesk support to Learning Centre users and to supervise their use of the facilities.
* To supervise and assist students and staff in the use of ICT including Internet access.
* To utilise manual and computerised booking systems for materials and equipment.
* To assist with purchase specification of materials and equipment as appropriate.
* To maintain materials in good condition and in order and maintain the learning environment to a high standard.
* To demonstrate and support the use of specialist learning tools and resources such as the Virtual Learning Environment, e-books, and other learning technologies.
* To prioritise and be responsible for specialist projects as directed by line manager or team leader.
* To establish positive relationships with students to help them utilise other learning resources independently, helping them to learn more effectively and support them to complete their chosen learning pathway successfully.
* To liaise with college staff to discuss and implement strategies by the Learning Centre to support specific areas.
* To assist teachers in the development and delivery of learning activities using the Learning Centre facilities.
* To contribute to pupils’ learning, through extended learning programmes.
* To work with a wide range of students ensuring that all students’ learning needs are met while in the Learning Centre.
* To assist with the development and delivery of E-learning workshops to teaching staff and their learners.

**Personal Development**

* To undertake staff development and attend staff meetings as required and requested
* To undertake continuous professional development
* To undertake such cross-college responsibilities as may from time to time be ascribed to the post.
* To actively participate in college enrolment, recruitment, and activities.

**Additional Duties**

* To respond flexibly to the varied requirements of a fast-changing environment.
* To perform a range of general administrative duties as required.
* To undertake such cross-college responsibilities as may from time to time be ascribed to the post.
* To actively participate in college enrolment, recruitment, and activities.
* To promote and safeguard the welfare of young people and vulnerable adults at the college
* To accept flexible redeployment and reallocation of duties commensurate with the level of the post.



**Learning Resource Centre Facilitator**

**Qualifications**

* Relevant qualification to minimum of Level 3 (A Level or equivalent)
* Level 2 qualification in Literacy and Numeracy
* Evidence of Continuing Professional Development

**Knowledge/Experience**

* Experience of effective team working and promoting effective relationships between staff, students, and the community
* Experience of working within a learning environment would be an advantage
* Experience of providing support to students/staff
* A knowledge and keen interest in Learning Technologies
* Knowledge of safeguarding issues
* Knowledge of equality and diversity issues
* Experience of using e-learning applications would be an advantage

**Skills/Attributes**

* Display initiative, be positive and friendly
* Excellent communication skills and able to communicate with a wide range of different people.
* Ability to plan and deliver support, guidance and coaching to staff and students
* Ability to accurately identify customer needs and respond appropriately
* Ability to use initiative when responding to student and staff requests for information and support.
* Customer focused and attentive to meeting individual needs
* Flexible approach and willingness to respond to change
* Logical and proactive approach to problem solving
* Ability to work under pressure
* Competent user of the full range of Microsoft Office Applications

**Additional Requirements**

* Willingness to work flexible hours
* Participation may be required outside normal working hours including evenings and weekends

**Post Information**

* This post is for 37 hours per week, term-time only,
* Salary £23,394 pro rata (actual salary £19,561)
* The post holder will undertake all duties and responsibilities in compliance with regulatory, legislative and college procedural requirements.