

JOB DESCRIPTION

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| Job title: | Study Skills Coordinator |
| Reporting to: | Head of Library Services |
| Salary: | £17,850 - £20,093 pro rata (actual salary £16,208 - £18,244 per annum) |
| Hours of work: | 36 hours per week, term time only plus 10 working days |

Main responsibilities:

- Provide first line help for the study and library users to promote independent learning by working with students to develop in the following areas:
 - Literacy skills
 - Numeracy skills
 - IT skills
 - Research skills
 - Organisational skills
 - Time management skills
 - Revision techniques
 - Note taking techniques
 - Academic skills
- Manage the booking and referral systems for the study.
- Support and coordinate university and student mentors who work in the study.
- Liaise with teachers and programme areas in terms of student progress.
- Work with individuals and small groups, and run workshops as directed by the Head of Library Services.
- Prepare materials and resources, including those for display as directed by the Head of Library Services.
- Provide information on literacy and study skills.
- Support the library's promotion of wider reading, as well as facilitate book discussion groups.
- Supervise students in the study, maintaining the required working atmosphere, including behaviour management and promoting a climate conducive to independent learning.
- Ensure that materials and resources are easily accessible and in good supply.
- Contribute to the development of resources and support strategies to meet student and staff needs.

- Participate in the student and staff library induction programme.
- Provide high quality audio visual services to support learning.
- Help to identify students' learning and information needs, and help students address those needs.
- Keep accurate records of equipment, resources and materials used; providing information as requested and completing all necessary paperwork in accordance with college procedures.
- Be responsible for the care and basic maintenance of equipment.
- Ensure that student work areas are safe, clean and tidy.
- Assist in promotional activities of the library
- Collate student voice in order to improve the service.
- Maintain and update the library study skills section on Moodle.

General:

- Work within the requirements of the college's established 'Key Features of an Outstanding Programme Area' that reflects the college's operational aims and objectives.
- Support the aims and ethos of the college.
- Maintain confidentiality and observe data protection and associated guidelines where appropriate.
- Maintain an awareness of Safeguarding Children initiatives and undertake training as required.
- Undertake any staff development (INSET/CPD) relevant to the needs of the post.
- Comply with health and safety regulations associated with the post and employment at the College.
- Promote college policies in line with our strong commitment to achieving equality of opportunity for students and in the employment of and care for staff.
- Contribute to the college's quality improvement framework through participation in appraisal and performance review.
- Understand, comply and promote college policies in own area of work, and undertake any appropriate training to assist this process.
- Carry out any other duties commensurate with the grade and general responsibilities of the post.

Other Information

Contract/Hours:

This is a permanent post starting in August 2018. The role is term time only, however the post holder will also be required to work an additional 10 working days throughout the academic year.

**Person Specification
Study Skills Coordinator**

| Criteria for Selection | Essential | Desirable |
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| Qualifications | <ul style="list-style-type: none"> • GCSE English and Maths grade A-C or equivalent or able to demonstrate this level of literacy and numeracy • A level or equivalent qualification | <ul style="list-style-type: none"> • Graduate status or equivalent qualification |
| Experience | <ul style="list-style-type: none"> • Experience of working with young people | <ul style="list-style-type: none"> • Experience of study skills support/tutoring/mentoring • Experience of administrative duties |
| Skills and Abilities | <ul style="list-style-type: none"> • Excellent literacy skills • Awareness of how to develop literacy and numeracy skills • Excellent communication skills, both oral and written • Ability to work in a supportive and patient manner with students and staff • Ability to develop good working relationships with colleagues • Ability to demonstrate a flexible approach to work and changing priorities • Ability to exercise initiative • Ability to organise and prioritise own workload • Excellent attention to detail and high levels of accuracy • Ability to maintain acceptable standards of behaviour • Ability to be creative • Effective IT skills | |
| Other Requirements | <ul style="list-style-type: none"> • Awareness and commitment to equality and diversity, safeguarding and health and safety | <ul style="list-style-type: none"> • Interest in reading and knowledge of trends in adult and young adult fiction |