



Staff Bank - Learning Facilitator

37 hours per week

£11.38 per hour (inclusive of holiday pay)

Temporary Contract

Auto Enrolment into the Local Government Pension Scheme

St Albans Campus

Oaklands College has some exciting opportunities to join the Learning Resource Centre. We have a new vision for these areas and are recruiting for motivated student focused individuals to be part of this change. The College has invested in developing its Welwyn Garden City campus and this involves the creation of a brand new Learning Resource Centre.

You will be required to lead and support teaching and learning within the Learning Resource Centres. This is achieved through engaging with students to support their learning outside of the classroom. Working with curriculum to understand needs and support this by promoting access to appropriate resources and by working with Learning Coaches to focus on student success.

Closing Date: Thursday 24th August at 23:59

Interview Date: TBC

Job Description

SUMMARY OF POST

To lead and support teaching and learning within the Learning Resource Centres. This is achieved through engaging with students to support their learning outside of the classroom. Working with curriculum to understand needs and support this by promoting access to appropriate resources and by working with Learning Coaches to focus on student success.

KEY RESPONSIBILITIES

- Act as the primary facilitator for students to access coaching and learning sessions by continually interacting and engaging with all students in the Learning Centre and assessing needs and acting upon them. This can be in 1:1 and group sessions
- Provide coaching and mentoring support for students to include: assignment writing, researching, revision and resourcing
- Play an active role in ensuring the learning centres are warm, welcoming and accessible for all students
- Promote and manage the use of all learning resources and take in feedback from the student body to ensure all are accurate and up to date
- Monitor and report on areas accessing the service and act as the conduit to curriculum ensuring there are strong links between the Learning Resource Centres and Curriculum teams
- Support cross college improvement strategies e.g. eLearning, embedding Maths and English, equality and diversity
- Support college wide recruitment events such as Enrolment, Open Evenings and Interview Evenings
- Support other colleagues in the Student Centre to ensure that students are supported and able to access services and information at all times

Be aware of and follow College policies and procedures, with particular attention to health and safety, safeguarding, risk management, equality and diversity, quality and our values and behaviours. You will be required to attend training as necessary.

RECRUITMENT SHORTLISTING CRITERIA

- 2 years' experience of working within a learning environment or similar customer focussed service environment
- Level 2 qualification in English, Maths and IT
- Educated to NVQ3 or equivalent

PERSONAL ATTRIBUTES

- Enthusiastic about providing out of class teaching and learning for students. Focused on student success
- Ability to engage with students face-to-face to build a good rapport
- Ability to work effectively as a team member or independently, organise and prioritise workload to meet deadlines and work to agreed standards/procedures.
- Appropriate professional appearance

SKILLS AND EXPERIENCE

- Evidence of coaching, training or teaching, delivered in both group and 1:1 settings
- Experience of working with 14- 19 year olds and young adults
- Effective communication and presentation skills
- Understanding or knowledge of library management systems and procedures.
- Ability to lead and motivate students within group and 1:1 settings
- Competence to maintain accurate and up to date knowledge of services available within the LRC and related areas of work.

In consultation with the post holder it is liable to variation by the Principal to reflect or anticipate changes, in, or to, the post and the organisation. The job description gives an overview of the main responsibilities of the role. The daily job will also involve any other duties and responsibilities, express and implied, which arise from the nature and character of the post.