

College of North West London

Job Description

Job Title:	Study Centre Facilitator
Grade:	Scale 4
Reporting to:	Section Manager ESOL 16-18 / HoD ESOL

PURPOSE OF THE POST

To maintain an effective learning environment and support students to achieve good results in ESOL and, where appropriate, Functional English and Functional Maths.

DUTIES

1. Work with the Head of Department, Section Manager and tutors to produce an effective team approach to the successful completion of ESOL qualifications and where appropriate, GCSE English and Functional Maths.
2. Ensure all full time groups are given the appropriate induction to the Study Centre including the use of all resources and facilities.
3. Monitor students' Individual Learning Plans (ILPs) and ensure they are engaged in appropriate activity to achieve targets set. Ensure that students' record of work portfolios are completed and maintained.
4. Work directly with groups of students and individuals using all available learning resources, as well as information technology, to support their learning.
5. Ensure all resources are kept up to date and, where appropriate, order additional materials with the approval of the relevant Section Manager or Head of Department. Ensure that all resources are organised in an appropriate manner, allowing ease of access, and that the room is kept in an orderly state.
6. Liaise with charity partners to facilitate the running of the College Coaching scheme, including promoting the roles within classes and supporting the running of the sessions.
7. Promote extra-curricular activities to students (including those run by our charity partners) through posters and other methods.
8. Provide first line support for students on the College VLE (e.g. finding materials, completing surveys).
9. Liaise with appropriate course teams and attend relevant meetings.
10. Identify, produce and maintain packages of learning materials, user guides and handbooks.
11. Liaise with IT Services to ensure any technical problems that are outside the scope of the role are dealt with efficiently.

12. Be familiar with relevant material on the College intranet and be able to advise students on these resources and use them to support learners.
13. Utilise available ICT learning materials and develop intranet resources to assist learners with necessary IT up-skilling in preparation for external exams such as the L1 and L2 online reading exams.
14. Work with all Course Teams to maximise student attendance and achievement for both directed and drop-in timetabled sessions.
15. To keep knowledge and skills up-to-date through self-study and undertake staff development and training relevant to meet professional needs.

OTHER DUTIES

16. Take an active part in the appraisal and mentoring processes.
17. Comply with the College's Health and Safety Policy and its implementation.
18. Comply with and actively promote the College's Equal Opportunities Policy.
19. Participate in and contribute to the College's in-service staff development and training activities.
20. Participate in enrolment duties where appropriate.
21. Carry out all other duties as may be reasonably required by the Head of Department.

Further Education is an ever-changing service and all staff are expected to participate constructively in College activities and to adopt a flexible approach to their work. This job description will be reviewed annually during the appraisal process and will be varied in the light of the business needs of the College.

Study Centre Facilitator

Person Specification

	Essential	Desirable	How tested?*
Qualifications			
<ul style="list-style-type: none"> Good general standard of education ('A' Level or equivalent) 	✓		Cert/ AF
<ul style="list-style-type: none"> IT qualification at level 2 		✓	AF/IV
<ul style="list-style-type: none"> Teaching qualification 		✓	Cert/AF
<ul style="list-style-type: none"> Good Numeracy and Literacy skills achieved to at least Functional Skills Level 2 	✓		AF/INT
Knowledge, Skills and Experience			
<ul style="list-style-type: none"> Excellent IT skills, including all Microsoft Office software, email and internet 	✓		AF/Test
<ul style="list-style-type: none"> Good communication skills (verbal and written) 	✓		AF/IV
<ul style="list-style-type: none"> Ability to build and maintain effective working relationships with students aged 16-19 	✓		AF/IV
<ul style="list-style-type: none"> Experience of liaising with charities and working towards charity objectives 		✓	AF/IV
<ul style="list-style-type: none"> Good organisational skills 	✓		AF
<ul style="list-style-type: none"> Ability to work under pressure and prioritise workloads 	✓		AF/IV
<ul style="list-style-type: none"> Ability to use own initiative and work flexibly 	✓		IV
<ul style="list-style-type: none"> Experience of customer-focused environment 	✓		AF
<ul style="list-style-type: none"> Commitment to own professional development 	✓		AF/IV
<ul style="list-style-type: none"> Good Numeracy and Literacy skills achieved to at least Functional Skills Level 2 	✓		Int/Test
<ul style="list-style-type: none"> Positive attitude to the use of technology in curriculum delivery 	✓		AF/IV
<ul style="list-style-type: none"> Able to provide support and assistance on assignment research 	✓		IV
<ul style="list-style-type: none"> Commitment to student learning 	✓		AF/IV
<ul style="list-style-type: none"> Knowledge of how to study and achieve curriculum standards 	✓		AF
<ul style="list-style-type: none"> Experience of working in an educational environment 	✓		AF

Competencies Support staff should be able to demonstrate competency in all of the following areas: <ul style="list-style-type: none"> • Planning and Organising • Working Together • Customer Services • Adaptability/Flexibility 	✓		AF/IV
Qualities/Genuine Occupational Requirements			
Good team player, but able to stand firm on issues when necessary, yet display tact, diplomacy and courtesy.	✓		IV
Able to work to and meet, tight and conflicting deadlines	✓		IV
Able to work to and meet tight deadlines, and display a flexible attitude to working arrangements. Need for a 'can do' approach.	✓		IV
Prepared to participate in new developments and contribute professional advice	✓		IV
To have an understanding of, and commitment to Equal Opportunities in practice.	✓		IV
In addition to candidates ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children including: <ul style="list-style-type: none"> • Motivation to work with children and young people; • Ability to form and maintain appropriate relationships and personal boundaries with children and young people; • Emotional resilience in working with challenging behaviours; • Attitudes to use of authority and maintaining discipline; 	✓		IV

*Evidence of criteria will be established from:

AF = Application Form

IV = Interview

T = Test (Micro-teach/Skills test)

Cert = Certificates checked on induction