

SUCCESSFUL. DYNAMIC. DIVERSE.



Learning Resource Centre (LRC) Supervisor

Application Pack





Letter from the Principal

Thank you for your interest in Woking College.

Woking College is a rapidly expanding, and highly successful, college serving the Borough of Woking and surrounding areas of Surrey. Our strategy for many years has been to provide the very best quality of teaching and learning to the community of Woking, and its surrounding area, on an inclusive and non-selective basis, and we are fully committed to continuing this successful strategy.

Woking College is enjoying record results, record applications and quite rightly has a teaching and learning environment of which we all are very proud. Despite ever increasing competition, and against the backdrop of funding pressures across the sector, the College continues to grow and thrive. The College has benefited hugely from an impressive transformation of its' estate over recent years, with the completion of a new Sports Centre in 2014, a new Arts Block in 2015 and a modern and larger Science Building in 2016.

We recognise the advantages of collaboration and have worked hard over the years to build and maintain close working relationships with other education providers and the Local Authority. The College has been a long standing member of S7, the Surrey and Sussex group of Sixth Form Colleges, and looks forward to continued positive engagement for the benefit of all.

With strong leadership from our passionate and committed senior management team, and with the support of an outstanding staff across all areas, we look forward to the continued evolution of the college. We are looking for strong, engaging and passionate candidates to join us on our journey to continued success.

Brett Freeman
Principal



Background Information

Woking College is a successful, contemporary, and inclusive Sixth Form College which achieves outstanding results. We have 1280 full-time 16-18 year old students and 350 part-time adult learners. Of our 16-18 year olds the majority follow A-level programmes from a wide range of subjects. Last year our pass rate was 99%.

We have consistently achieved Grades 3 and 4 in our ALPS analysis which puts us in the top 11-40% of Schools and Colleges for value-added performance. We also deliver very successful vocational courses in Sport, ICT, Health & Social Care, Business, Childcare, Forensic Science, Media, Art & Design and Performing Arts at Levels 2 and 3. Progression to Higher Education is excellent. Our Ofsted inspection in March 2016 graded all areas of provision good.

Students come to the College from over 60 schools, with approximately half from three local 11 to 16 schools. Transport links to the College are excellent, which attracts students from a wide geographical area. Over 25% of our students come from Black, Asian and Minority ethnic groups. Students receive excellent individual support and are set challenging targets to ensure the successful completion of their courses. Raising aspiration amongst our diverse student body is a key priority for the College.

Woking College has a strong sense of community in which all members are valued and we are especially proud of our achievements in supporting those students who have particular learning needs. We place great emphasis on our programme of enrichment courses which include an extensive range of music, performing arts, sport and language courses.

The Student Council is very active and involved in decision-making at all levels across the College with two students serving as elected governors. The College also has a thriving adult education programme for part-time learners who are speakers of languages other than English. We have an ESOL learning centre in the town centre, and we deliver some of our Art & Design programme at our studio in the Lightbox Gallery.

Staff enjoy working at Woking College. It is a very friendly, dynamic environment in which to develop your career and we have good, modern facilities. Our professional development programme is tailored to the needs of individual staff and we work closely with the other sixth form colleges in Surrey to provide the best possible training opportunities. The College has grown by 80% over the past 8 years and is widely noted as an excellent place of study, where our finances are very sound. The College site is modern and well-maintained. Over the past three years the College has been successful in gaining funding which has enabled the building of a new Sports Centre, a new Arts/Media block and a state-of-the-art Science block.

Woking is one of 8 sixth form colleges in Surrey who work closely together in the S7 Consortium of Sixth Form Colleges. Woking College is committed to equal opportunities and is a lively and supportive environment in which to work. Please visit our website: www.woking.ac.uk



The Candidate

The College requires a Learning Resource Centre (LRC) Supervisor to ensure productive learning in the College's LRC. We are looking for a member of staff to work 8.30am to 4pm, term-time only (39 weeks per year) to join our successful and growing College. This role may be available as a job share.

We expect high performance from all our staff, and are looking for a confident individual to guide College students. Candidates should demonstrate their ability and suitability to both the role and the culture of the College.

Salary: £15,684.49 per annum for 35 hours per week, term-time (39 weeks per year). Pro rata for part-time job share.

Start Date: April 2017

The Department

The purpose-built Learning Resource Centre (LRC) houses the busy Library and heavily used open access computer area where qualified staff are always available to promote the development of study skills and demonstrate effective Internet searching techniques as a basis for lifelong learning.

The LRC provides the perfect flexible space for learning and is designed to be at the heart of the student experience and their academic achievement. Outside speakers give informative talks on topics of interest to particular departments within the Centre. LRC staff are happy to support the information and study needs of all students by offering an extensive range of electronic and printed materials and they work alongside teaching staff to empower students in reaching their full potential. The networked computers have Internet access, WiFi is available and students are encouraged to use the wealth of online e-learning resources available both within College and from home through the Moodle Virtual Learning Environment to search for information to help with projects, essays and assignments.



Application & Selection

Application forms are available to download from our website: www.woking.ac.uk/about/staff-vacancies/

Completed applications should be sent via email to Kirsty Crook (Personnel Officer): kcr@woking.ac.uk

If you have any queries regarding the role or your application, please contact Kirsty on 01483 227438 (direct), or via the College Reception on 01483 761036.

Closing date, Learning Resource Centre (LRC) Supervisor: 9am Friday 24 March 2017

Shortlisted candidates will be notified, invited for interview and references will be taken up immediately for those candidates. Please note that it is not always possible to inform candidates who have not been short-listed due to time constraints.

Interviews for Learning Resource Centre (LRC) Supervisor: to be held on Thursday 30 March 2017

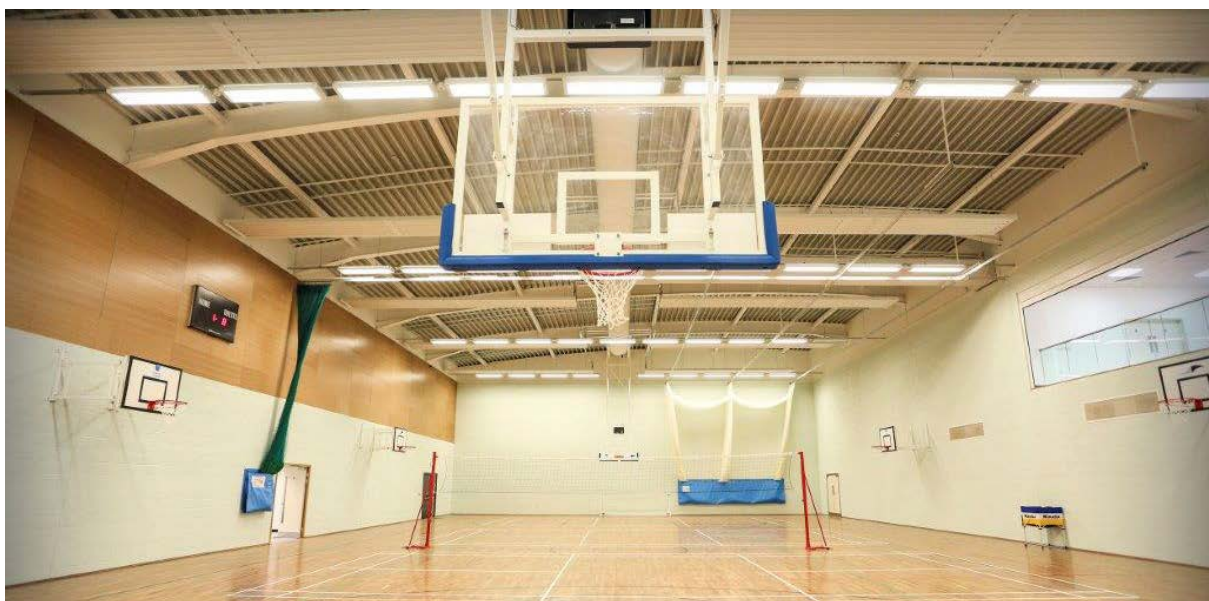
Shortlisted candidates will be invited to the interview process, comprising of the following:

- a guided tour of the College
- an in-tray exercise
- interview with the Principal and senior member of staff

The College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Appointed staff will be subject to Disclosure and Barring Service (DBS) checks. The College is committed to equal opportunities.

The College encourages all candidates to be familiar with Section 1 of the DfE paper on “Keeping Children Safe in Education” September 2016 and the College’s Safeguarding and Child Protection Policy. Both documents can be accessed using the following links:

- https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/550511/Keeping_children_safe_in_education.pdf
- <http://www.woking.ac.uk/about/policies/>



Job Description

Post Title: Learning Resource Centre (LRC) Supervisor

Responsible: Director of Learning & Teaching

Job Purpose: To ensure productive learning in the LRC

Key Job Responsibilities:

1. To help ensure that the LRC is a quiet learning environment.
2. To assist students with finding information on the internet or in books.
3. To signpost students to information which could be located in the LRC, other departments in the College or other agencies.
4. Facilitate the effective use of ICT in the LRC.
5. To be first call first aider four days a week (training will be given if not already qualified to be a first aider at work).
6. When required supervise students in a classroom (give out work and collect it in) when the teacher timetabled for the class is absent.

Additional Responsibilities:

1. To provide administrative support in the LRC and other departments as required.
2. Cover for tutorial lessons and reception as required.
3. Invigilation of internal and external exams.
4. To act at all times in accordance with the College's Equality and Diversity Policies Safeguarding and Health and Safety policies.
5. To take part in the training programmes provided by the College and agree to the process of professional reviews.
6. To undertake any other particular duties which may be reasonably assigned to you by the Principal from time to time.

Person Specification

Essential:

- An interest and commitment to work with young people (16-19) in a college environment.
- The ability and confidence to communicate effectively both verbally and in writing.
- Possession of good interpersonal skills e.g. tact, sensitivity, ability to be assertive at times.
- Ability to work effectively as a member of a team and assist others when requested.
- Proficient in the use of Microsoft Office applications, especially Word and Excel.
- GCSE 'C' or equivalent in English and Maths

Desirable:

- First Aid at work qualification and experience of being a first aider at work (training will be given if necessary)
- Some evidence of further education e.g. A levels/college course
- Experience of working in an education environment
- Experience of working with young people aged 16-19 years old



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