



STUDY ZONES

APPOINTMENT OF LEARNING RESOURCE FACILITATOR (2 posts) – REF 241039

Runshaw College has long been recognised as one of the most successful colleges in the country, renowned locally and nationally for our exceptional results, friendly and supportive culture and focus on putting the learner at the heart of all that we do.

Our shared vision provides the focus for our work: to be a Great Place to Study, a Great Place to Work, and a Great Place for Partnerships. Please see the [Strategic Plan](#) on the college website, for full details of our vision and objectives.

Our Learning Resource Centres support study programmes by providing large custom designed dedicated spaces where students can work alone or in groups in their studies. The service is available to all students from entry level, through to our adult provision.

The priorities of the diverse and innovative role of a Learning Resource Facilitator are to provide an efficient and proactive service to support and motivate students, underpinning study skills to promote independent learning, and to maintain a well-managed study environment. The role will include supporting students at our LRC help desks, alongside working with a range of resources, including magazines, e-resources, the digital bookshelf, and books within our outstanding facilities. The team also run our Supervised Study area, further supporting student achievement through one to one support and small group study skills sessions.

This is an ideal post for you if you are passionate about supporting students to be successful with their studies, enjoying their company and being able to guide them to complete set tasks to maximise their progress and achievement.

As an individual you will be committed to safeguarding and promoting the welfare of children, young people and vulnerable adults.

Runshaw College is proud to be a great place to work. Our Leyland campus is home to over 5000 learners and 650 staff. Our staff community is thriving; we respect the diverse experiences of all individuals, who support each other towards shared goals through effective teamwork and collaboration. We value our staff and learners highly, and invest heavily in their development, support and wellbeing. Situated in Leyland, Lancashire, the College is near the M6, M61 and M65 and within commuting distance of Manchester, Liverpool and the Lake District.





Runshaw College is at an exciting stage in its development. We are making significant and rapid improvements following our Ofsted inspection in March 2022 (graded “Good” for Overall Effectiveness) and are on a short journey to achieve an “Outstanding” grade for all provision types, once again. We have every reason to be confident about our future. As a Beacon College with exceptional financial management, we have invested heavily to ensure that we have the facilities that both our current and future learners deserve whilst maintaining secure financial health.

We seek to recruit someone who shares our college values which inspire us all in our everyday work. When we created them, we all had a voice in shaping our values and we’re proud of what we came up with together; Dedication, Fulfilment, Excellence and Respect. Our values are important to us all and drive everything that we do and believe.

Whether you’re looking for professional development, career progression opportunities, staff benefits or simply want to work for a highly successful organisation, Runshaw College is the place for you. We look forward to receiving your application.

Camilla Gregory
Head of Student Services
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JOB DESCRIPTION

JOB TITLE :	Learning Resource Facilitator
REF :	241038
UPDATED :	October 2024
ACCOUNTABLE TO :	Head of Student Services
ACCOUNTABLE FOR :	This role supports the innovative and proactive development of the Learning Resource Centres. The key priority is to provide support and motivation in a well- managed academic environment.

The description of key responsibilities is a guide to the work that you will initially be required to undertake, as directed by your line manager. They may be changed from time to time to meet changing circumstances and are reviewed in the appraisal process.

KEY RESPONSIBILITIES

Role Specific

- Develop familiarity with the range of courses studied by 16-19 students and the cross-college services available to them.
- Assist all users with a prompt response to enquiries and requests for support in the use of learning resources, the digital bookshelf, e learning and printed materials.
- Undertake activities as required in support of the Learning Resource Centres and learning technology.
- Undertake front of house duties on the Learning Resource Centres Help Desks.
- Undertake standard Library specific duties which include circulation of stock, loans, returns, overdue books, reservations, shelving returned items, putting the collection in order, inter library loans, processing and repairing resources as appropriate.
- Maintenance of up-to-date records and the provision of data as requested.
- Motivate and support students in research and study skills to support their studies.
- Assist all users with a prompt response to enquiries and requests for support in the use of learning resources, technology, the digital bookshelf and e- learning resources.





KEY RESPONSIBILITIES

	<ul style="list-style-type: none"> ▪ Deliver interactive study skills workshops for small groups of students, including for the development of digital skills. Deliver the associated materials for these sessions and for independent use. ▪ Share good practice within the Learning Resource Centres. ▪ Promote an ethos of productive study and appropriate standards of behaviour expected in a quiet study area, supporting student to act responsibly and adhere to the College safeguarding and respect agendas. ▪ Demonstrate outstanding interpersonal and communication skills as a role model for students in promoting a supportive academic ethos. ▪ Develop positive relationships and act as a role model, provide guidance/coaching to maintain high standards of behaviour and a safe and happy college community. ▪ Provide a constant presence and visibility within the Learning Resource Centres, undertaking walkabouts and positive interaction with students. ▪ Support a calm, productive and supportive learning environment. ▪ Work flexibly in support of an effective and efficient service. ▪ Be aware of, and responsive to, the changing nature of the College and adopt a flexible and proactive approach to work. ▪ Attend and engage in Learning Resource Centre’s Continuous Improvement Team (CIT) meetings ▪ Take part in marketing activities of the facility during College wide events including, but not limited to Open Events and awareness events.
<p>Professional Practice</p>	<ul style="list-style-type: none"> ▪ Proactively participate in appraisal and continuing professional development (CPD) activities as required. ▪ Reflect on, and evaluate the impact of continuing professional development activities on your practice ▪ Share and update your knowledge with colleagues and, where appropriate, other networks, research communities etc to support improvement.





KEY RESPONSIBILITIES

College Responsibilities

- Support the college’s mission, vision, values and strategic objectives, acting as a role model for learners.
- Do the right things at the right time for the right reason, always acting in the best interests of learners and behaving ethically at all times.
- Attend and contribute to all Curriculum / Continuous Improvement Team (CIT) meetings to plan, review and share best practice.
- Value and champion diversity, equality of opportunity, inclusion and social equity.
- Be involved in the promotion and marketing of courses and in the recruitment of learners, engaging and enthusing prospective learners.
- Work within health and safety guidelines and be aware of your responsibilities for health and safety.
- Adhere to all college policies and procedures, including data protection.
- Along with all members of college staff, manage the behaviour of learners.
- Be responsible for safeguarding and promoting the welfare of children, young people and vulnerable adults.
- Embrace our values of respect, fulfilment, dedication and excellence and demonstrate these in day-to-day behaviours.
- Support our sustainability strategy to reduce our environmental footprint.
- Accountable for valuing and celebrating diversity and promoting equal opportunities.
- Be aware of, and responsive to, the changing nature of the college and adopt a flexible and proactive approach to work.
- Undertake such other duties as may reasonably be required commensurate with grade, at the initial agreed place of work or at other locations in the college catchment area.





PERSON SPECIFICATION

CRITERIA	ESSENTIAL or DESIRABLE	ASSESSED BY
QUALIFICATIONS AND ATTAINMENTS		
GCSE Maths and English Grade A*/9 – C/4 or equivalent or ability to operate at this level	Essential	Application form, Task
A Level 3 Qualification	Essential	Application form
An IT qualification	Desirable	Application form
Evidence of strong Continuing Professional Development	Essential	Application form, Interview
EXPERIENCE, KNOWLEDGE AND SKILLS		
Recent experience of working with young people aged 16-18 in a busy learning environment	Essential	Application form, Interview
Experience of managing groups of students/young people	Essential	Application form, Interview
Experience of supporting learning and motivating young people with differing abilities and needs	Essential	Application form, Interview
Experience of providing educational guidance and support to students/young people	Essential	Application form, Interview
Experience in the use of IT	Essential	Application form, Interview
Experience in dealing with photocopiers and print services	Desirable	Application form, Interview
PERSONAL SKILLS AND ATTITUDES		
Align to Runshaw College values of Excellence, Fulfilment, Dedication, Respect	Essential	Application form, Interview
Display a positive, enthusiastic and friendly approach	Essential	Interview





Be a team player	Essential	Interview
Demonstrate excellent communication skills, verbally and in writing	Essential	Application form, Interview, Task
Discretion in handling confidential information	Essential	Interview
Respect others, being polite in all communications and appreciating their skills, experiences and contributions	Essential	Application form, Interview
Have high standards and be conscientious	Essential	Interview
Be organised and manage own time effectively to ensure all expected tasks are completed on time	Essential	Interview
Strong organisational and administrative skills	Essential	Interview
Displays initiative and the ability to work autonomously	Essential	Interview, Task
Suitable to work with children, young people and vulnerable adults	Essential	Interview, Employment Checks
Demonstrate a commitment to equal opportunities, customer care and quality assurance	Essential	Application form, Interview
Demonstrate flexibility and adaptability	Essential	Interview







SUMMARY OF MAIN TERMS AND CONDITIONS

SALARY	<p>Post 1 - £9,616 p.a. (FTE £24,036 p.a.) - pay award pending In addition, Runshaw College will contribute up to £1,88 p.a., in employer pension contributions.</p> <p>Post 2 - £ 10,684 p.a. (FTE £24,036 p.a.) - pay award pending In addition, Runshaw College will contribute up to £2,094 p.a. in employer pension contributions.</p>
WORKING HOURS	<p>Post 1 - 18 hours per week during term time (37 weeks during term time) Post 2 – 20 hours per week, during term time (37 weeks during term time) Applications from individuals who wish to work full or a different combination of part-time are welcome.</p>
CONTRACT TYPE	Permanent
PENSION SCHEME	Local Government Pension Scheme. Visit: <u>Home :: LGPS (lgpsmember.org)</u>
HOLIDAYS	<ul style="list-style-type: none"> - 23 days holiday in each holiday year, increasing to 25 days holiday after completing 5 years’ service (as at 01 August) - 8 Bank and Public Holidays - 4 extra Statutory Holidays - 3 closure days, should the College decide to close in the interests of efficiency <p>This entitlement will be on a pro-rata basis for posts that are part-time.</p>
LOCATION	On campus, Langdale Road, Leyland, Lancashire, PR25 3DQ
SAFEGUARDING	<p>The successful applicant will require an enhanced DBS (Disclosure and Barring Service) Certificate. All applications are dealt with in accordance with the DBS’s Code of Practice and the College’s Policies on the Recruitment of Ex-Offenders and on The Secure Handling and Use of DBS Certificates.</p> <p>Visit <u>www.gov.uk/government/publications/dbs-code-of-practice</u> for a copy of the Code of Practice. Copies of the College policies are available on the College’s website at <u>www.runshaw.ac.uk</u></p> <p>The DBS offers a confidential checking service for transgender applicants, giving the choice not to have any gender or name information disclosed on their DBS certificate that could reveal their previous gender identity. Contact the sensitive applications team by telephoning 0300 1061452 or emailing <u>sensitive@dbs.gov.uk</u>.</p>





HEALTH	Appointments are subject to satisfactory health clearance. You will be required to complete a Health Questionnaire and may be asked to attend a medical.
PROBATION PERIOD	This post is subject to the successful completion of a 12-month probation period.

CLOSING DATE	12 noon, Friday 8 th November 2024
INTERVIEW DATE	TBC
JOB PACK APPROVED BY Camilla Gregory	September 2024



Benefits of working for us



One of our key strategic objectives is to be a 'great place to work' and we are always looking for new ways to do this. We provide an excellent reward and benefits package, along with extensive opportunities for ongoing professional development which all members of the college community can enjoy. Here is a full list of what is currently available.

Work Life Balance

Annual Leave:

- Generous annual leave entitlement (thirty-seven days for teaching staff, thirty-five days for management staff and up to twenty-five days for support staff). This entitlement is in addition to the normal eight annual bank holidays, with an extra five days or more allocated for the Christmas closure. Entitlement is pro-rata for part-time staff.
- The opportunity, as part of the 'HolidayPlus Scheme', to purchase up to 10 days' additional and unpaid leave in the leave year (subject to line manager approval).

Family Friendly:

- A range of policies to assist staff in working flexibly to ensure a good work life balance and to support their wellbeing which includes Special Leave, Career Break and Flexible Working (role dependent).
- Enhanced occupational maternity, adoption and paternity pay.
- Proud to be an employer who is committed to and 'Happy to Talk Flexible Working'.
- 30% discount off FUNDA children's holiday club which provides on-site Ofsted approved childcare.

Professional Development

- A structured induction programme that covers important aspects such as Safeguarding, Equality & Diversity and Health & Safety.

- A comprehensive professional development programme which includes in-house provision as well as externally organised events.
- Opportunities for professional updating and keeping abreast of new teaching, learning, assessment and support strategies.
- Entitlement to £100 each year to spend on a Runshaw College course for training and development, which is in addition to work-related training required for the role.
- A special programme of support for teachers new to the profession, which includes induction and additional support from the College's Advanced Practitioners.
- Opportunity for teaching staff to achieve QTLS (Qualified Teacher Learning and Skills) status which is the badge of professionalism for the Further Education and Training sector, helping teachers advance in their careers and demonstrate their expertise and experience.
- Themed College Improvement Days with dedicated time for development activities.
- Extensive range of staff enrichment activities such as pottery, language, yoga and singing.

Rewards and Perks

- Access to great discounts and cash back at major

retailers, entertainment, travel, leisure and eating out at

- [//runshawrewards.co.uk](http://runshawrewards.co.uk) and [//discountsforteachers.co.uk](http://discountsforteachers.co.uk)
- College supplied Microsoft Office Licence, and Anti-Virus including for home use on personal devices whilst employed by the College.
- A range of staff social events such as quiz nights, staff trips and team building events.
- Access to a college laptop, which can also be used for a reasonable amount of personal use.

Financial

Occupational Sick Pay:

- A generous sick pay scheme, providing staff with up to 26 weeks at full pay, with a further 26 weeks at half pay, depending on length of service.

Pensions:

- Membership of a career average defined pension scheme, either:
 - Local Government Pension with College contributions of up to 17.60% of your salary into your pension pot
 - Teachers' Pension Scheme with College contributions of up to 23.68% of your salary into your pension pot
- Tax relief on the contributions paid.
- Ill-health retirement benefits if seriously ill and unable to work.
- Financial security, with immediate life cover and a



pension for your spouse, civil partner or eligible cohabiting partner and eligible children in the event of death in service.

- Flexibility to pay more or less contributions.
- Flexible retirement options with the freedom to choose when to take your pension between age 55 and 75 years.
- Further information about both pension schemes along with the significant benefits of being a member, is available at:
[//yourpensionservice.org.uk](https://yourpensionservice.org.uk)
[//teacherspensions.co.uk](https://teacherspensions.co.uk)

Pay and Progression

- Salary scales which are among the best in the post-16 sector.
- Opportunities for pay progression under the College's Pay Principles, plus cost of living increases (this is considered on an annual basis).

Recognition and Celebrations

- A Long Service Award for staff who have achieved 15 years' service, and then each subsequent 5 years, of continuous employment with the College. This is presented in the form of a gift voucher
- Team Excellence and Staff Excellence Awards to recognise the good work of individuals and teams.
- Recognition fund for each team to purchase small gifts and rewards.
- Opportunity to be involved in and celebrate a calendar of religious festivals and events.

Health & Wellbeing Counselling Service:

- Access to a free, independent and

confidential 24/7 telephone counselling service to support employees through crisis or persistent work or personal issues.

- Face to face counselling and 'supervision'.

Employee Assistance Programme:

- Help with issues that could affect your life inside or outside of work for you and your family including access to highly experienced and professionally trained advisors offering debt, health and legal advice.
- Free webinars on a range of topical health and wellbeing issues.
- Access to an extensive range of health and wellbeing resources.

Health:

- Access to a 24/7, 365 days-a-year GP consultation service who can provide expert medical advice for staff and immediate family, including issuing private fit notes.
- Cycle to Work Scheme which promotes cycling through tax incentives which provide great savings across a range of bikes, clothing and accessories.
- Free on-site flu vaccination providing good seasonal protection against all strains of flu.
- Access to healthcare treatment through a BHSF Cash Plan, claiming cash reimbursement towards the cost of your everyday healthcare including optical and dental bills, therapy treatments, diagnostic health consultations and health screening.
- Support from College Mental Health First Aiders.
- Access to on-site health and wellbeing screening

and support including podiatry, physiotherapy, hearing tests and health checks.

- Positive about support for staff with mental health, with Mental Health Champions and being a 'Mindful Employer'.
- Provision for identified 'users', under the Health and Safety Display Screen Equipment Regulations, with reimbursement for regular eye tests and a contribution towards the provision of spectacles for DSE use.

On-site Facilities

- Free car parking.
- An extensive range of catering facilities on site including Starbucks Coffee.
- Free use of the college gym.
- Access to Contemplation and Faith facilities.
- Outstanding library facilities for staff and students to use.
- Dedicated Staff Lounge and well-equipped workrooms
- Beautiful campus, which is full of wildlife!