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| **Team:** | Learning Resource Centre Team |
| **Salary:** | Pay Scale 3, spine point 18 to 21 £12,918.36 to £13,410.82 (pro-rata of £21,984.69 - £22,822.77) |

**Job Summary**

Newham Sixth Form College (NewVIc) is one of London’s largest sixth form colleges. It is a vibrant centre for sixth form education with the great majority of students coming from our local schools in Newham. Our mission is to be the first choice college for students and staff and our values are **EnRICH**:

* **E**mpathy (Listen and listen again, Recognise perceived differences without judgement, Respect confidentiality, Show kindness)
* Empowerment (Demonstrate trust, Support self-improvement, Recognise and reward, Encourage autonomy)
* I**n**novation (Take calculated risks, Share and learn from others, Lead and implement change, Explore technology and new ideas)
* **R**espect (Be inclusive and considerate of all, Celebrate achievements, effort and diversity, Be trustworthy, open and reliable, Challenge inappropriate behaviour)
* **I**ntegrity (Say what you do and do what you say, Communicate openly, honestly and clearly, Take responsibility for own actions and behaviour, Demonstrate commitment to college values)
* **C**ourage (Never give up, Be self-evaluative and reflective, Challenge effectively and respectfully, Demonstrate a can-do attitude, Step forward when others do not)
* **H**igh Standards (Promote positive behaviours, Always strive to improve, Be supportive and challenging, Give my best, Demonstrate drive and energy)**.**

NewVIc’s mission is *enhancing lives through excellent education and learning* and we want to ensure our students develop into resilient adults who are able to manage their safety and wellbeing. We have an exciting opportunity for a part time (25 hours per week), term time only enthusiastic LRC Assistant to join our LRC Team. You will provide a friendly and welcoming learning resources and e-Learning service to students, staff and other college users. As an integral member of this team you will be required to establish and maintain effective working relationships across the college in order to understand and respond to the College's various learning resources and e-learning needs.

**Closing date: 12 noon on Tuesday 22nd October 2019**

**Vacancy ID: OP/09**

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| **Application process:** | Candidates are longlisted on the basis of their written application and the extent to which they meet the standard criteria. You are advised to ensure that you use your supporting statement to indicate the extent to which you meet each of the criteria in the person specification below.  The selection day usually starts with a briefing on the post and the college. You may also be asked to complete a short written activity, take part in an observed group activity and/or make a presentation to the panel.  Following these activities the selection panel decides which candidates to take through to interview, usually on the afternoon of the same day. |
| **Application Form:** | For an application form please visit our website [www.newvic.ac.uk](http://www.newvic.ac.uk) or email [jobs@newvic.ac.uk](mailto:jobs@newvic.ac.uk) |

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| **Job Description for LRC Assistant**   1. To support students in the use of ICT and other learning resources in a courteous and friendly manner. 2. To provide assistance to students and staff using the Learning Resources Centre (LRC) including duties associated with obtaining, renewing and returning learning resources. 3. To assist staff and students in the development and use of e-content on courses on the college virtual learning environment and through other digital learning platforms/approaches 4. To assist students in the effective use of directed LRC study and other planned sessions. 5. To carry out a wide range of library and administrative duties, including the operating of booking systems, maintaining records, sorting and cataloguing learning resources, stock-taking and the preparation of display exhibitions. 6. To maintain good order and discipline among students and to safeguard their health and safety whilst using the LRC and its resources. 7. To cover the different learning spaces and keep services running in the absence of other staff. 8. To organise and tidy learning resources areas, learning spaces, technical and store rooms. To clean and carry out routine maintenance of equipment and to keep maintenance records. 9. To set up and operate equipment and other resources as required and arranged. 10. To participate in the preparation of learning resources within the college, and to attend meetings as required. 11. To participate in the college appraisal scheme, and arrangements for further training and development. 12. To lift and transport equipment and other materials as required. 13. To apply and promote NewVIc’s policies and procedures (e.g. health and safety, equal opportunities etc). 14. To work flexibly according to the demands of the service and to perform such other duties, within the competence of the post holder, which may be required, reasonably, from time to time, including work outside of normal hours.   Please note that the post holder will be expected to carry out other duties which may arise from time to time and which may reasonably be expected to fall within the grading of the pos |

**Person Specification LRC Assistant**

**You should provide evidence of the following key criteria in your application. This will form the basis for short-listing candidates. All criteria are essential unless stated otherwise.**

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| Qualifications & experience: | 1. Minimum level 3 qualification and (English & Maths GCSEs A-C or equivalent). 2. Experience in a related environment (college, library, helpdesk etc). | |
| Knowledge, skills & abilities: | 1. Knowledge of safe working practices, relating to the specific work areas. 2. Understanding of work areas and the use of computers for e-Learning and mobile learning 3. Knowledge of relevant equipment sufficient to undertake first line maintenance and/or identify more serious faults for specialist attention 4. Ability to use Windows-based computer software packages (word processing, spread sheets and databases) 5. Ability to communicate effectively, both in person and in writing 6. Ability to deal with a variety of people, especially young adult students, clearly, tactfully and politely 7. Literacy and numeracy sufficient to keep basic records, and carry out detailed instructions 8. Ability to self-motivate, working under pressure to meet targets and priorities 9. Ability and willingness to understand, promote and apply the college equal opportunities policy | |
| **Attitudes**   1. Commitment to NewVIc values 2. Commitment to high quality post-16 education and training 3. Commitment to equality and diversity | | |
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**Other information**

Health and Safety - all employees must comply with the requirements of the Health and Safety at Work Act 1974 and affiliated regulations. Employees are also required to comply with the college’s Health and Safety Policies and take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions. Where the college has a statutory duty with regard to health and safety employees are required to co-operate with the college and its managers and officers so far as is necessary to enable the college to meet that duty. This includes using equipment in accordance with training and instruction and the reporting of serious dangers to your own or others’ safety.

Equality – the postholder must be committed to the college’s Equality and Diversity Policy and advancing equality through our Equality Objectives.

Performance – the postholder will be required to participate in performance reviews and undertake a plan of training where necessary.

Confirmation of appointment is subject to a satisfactory 10 month probation period.

The post holder will be required to adhere to College policies and procedures.

In addition to the responsibilities listed above, all employees must be adaptable in their approach and undertake other duties that are commensurate with postholder’s level, wherever they may be, to achieve the objectives of the College.

This post is based at Prince Regent Lane but the postholder may be required to move their base to any other location within the college at a future date.

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment.

The post holder will be required to undertake a disclosure and Barring Service check. Criminal convictions will only be taken into account when they are relevant to the post.

**Further Information**

* The college operates a smoke-free policy and the post-holder is prohibited from smoking in any of the college's buildings, enclosed spaces within the buildings, and college vehicles.   Staff will not be released for a break that is specifically for smoking.
* NewVIc supports the professional development of its staff. The strong team culture in the college provides a stimulating environment in which to develop your skills. Development needs are discussed during the appraisal process and there is a generous budget for staff development requests that support team and college objectives.

This post is eligible for membership of the Local Government Superannuation Scheme.

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| * Useful websites:   NewVIc  [www.newvic.ac.uk](http://www.newvic.ac.uk)  The college’s own website.  Newham Council  [www.newham.gov.uk](http://www.newham.gov.uk)  The website of Newham Council.  [www.london.gov.uk](http://www.london.gov.uk)  The website for the Government Office for London. |  |