THE TRAFFORD COLLEGE GROUP

**JOB DESCRIPTION**

**JOB TITLE:** Learning Facilitator

**REPORTS TO:** SENCO

**RESPONSIBLE FOR:** N/A

**AREA:** 16- 19 Study Programme, Student Experience & Support

**GRADE/SALARY:** Business SupportScale 4

**CONTRACT TYPE:** Trafford College Group Business Support Contract

**LOCATION:** Stockport

**Our Vision**

‘A Dynamic College that Inspires People’

That all our learners will secure employment and progress in their careers as a result of the knowledge, skills and the work ethic they have developed at the college. Businesses will recognise Trafford College Group as the leading provider of the workforce, meeting the needs of the Greater Manchester skills priorities and supporting the economic growth of the region.

**Our Values**

Bold -Be bold in all that we do, pushing the boundaries to ensure that our staff and learners reach their full potential.

Ambitious - Be ambitious for ourselves and our learners. Set high expectations and standards and strive to achieve excellence in all that we do.

Respect - Appreciate your own strengths whilst demonstrating respect for others, treating people with thoughtfulness, dignity and an open mind.

Collaborate and Teamwork - Share ideas, encourage each other to succeed and work together in a supportive environment to achieve our goals.

Professional - Be honest, reliable and polite to create a positive image of the College while demonstrating the highest standards of work.

**JOB PURPOSE:**

To facilitate learning across the Group

**KEY ACCOUNTABILITIES:**

* Provide effective and appropriate support to students to facilitate their learning process.
* Provide accurate and timely follow through on all commitments and ensure your communications are clear, proper action is taken and all internal processes are followed.

**KEY AREAS OF RESPONSIBILITY:**

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| 1. Work closely with tutors to effectively facilitate the learning process on a range of courses, enabling groups and individuals with differing needs and disabilities to achieve their learning objectives. Support English and maths skills as appropriate using differentiation techniques.
2. Work with identified students supporting the delivery of objectives within Education Health Care plans.
3. Support students to produce class work/assignments using a PC – in both Word, Excel and Powerpoint formats
4. Complete necessary auditable documents and keep up to date accurate records as required.
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| 1. Respond to student enquiries, and provide advice on learning opportunities and support systems. To work co-operatively with other areas of the Group to provide a corporate Group service.
2. To effectively facilitate the section’s services and activities, enabling students to access all areas of the Group. Contribute to the organisation, running and administration of the Department
3. To participate in meetings, and take an active part in the quality improvement process within the Department.
4. To support assessment where appropriate, using a variety of assessment methods and take an active part in invigilating and supporting individual students in the external examination process.
5. Help to maintain student discipline, taking full regard of the requirements of the Group’s Health and Safety Policy and Equal Opportunities Policy**.** Work closely with teaching staff to monitor and improve the behaviour, progress and attitude of students
6. Maintain a professional relationship with staff and students by addressing sensitive and personal issues appropriately and in accordance with the Group Safeguarding Policy
7. Contribute to the cost effectiveness and efficiency of the programmes.
8. To be committed to professional/vocational development, participating in training and development activities as required. Maintain awareness of developments within assessment practice.
9. Undertake such other duties that may be reasonably required by the Principal commensurate with grade at the initial place of work, and at other locations within the Group catchment area.
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**Equality and Diversity:**

1. It is the responsibility of the post holder to promote equality and diversity throughout the Group.
2. The post holder will undertake their duties in full accordance with the Group’s policies and procedures relating to equal opportunity and diversity.

**Health and Safety:**

1. To promote health, safety and welfare throughout the Trafford College Group
2. To undertake their duties and responsibilities in full accordance with Trafford College Group’s Health and Safety Policy and Procedures.

**Safeguarding Children and Vulnerable Adults:**

1. It is the responsibility of the post holder to commit to safeguarding and promoting the welfare of children and vulnerable adults within the Group.
2. The post holder will undertake their duties in full accordance with the Group’s policies and procedures relating to safeguarding and promoting the welfare of children and vulnerable adults, e.g. dealing with learner issues i.e. safeguarding and referring on to specialist staff.
3. This position is subject to an enhanced criminal records check from the Disclosure & Barring Service (DBS) and will be subject to satisfactory clearance of this check.
4. If this position is classed as Regulated Activity, it is subject to an Adult & Child barring check.

**Review**

The details contained in this job description, particularly the principal accountabilities, reflect the content of the job at the date the job description was prepared. It should be remembered, however, that over time, the nature of individual jobs will inevitably change; existing duties may be lost and other duties may be gained without changing the general character of the duties of the level of responsibility entailed. Consequently, the Corporation will expect to revise this job description from time to time and will consult with the post holder at the appropriate time.

**Person Specification - Learning Facilitator**

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|  **Attributes** | **Essential** | **Desirable** |
| **Values and Behaviours** |
| Be **bold** in all that we do, pushing the boundaries to ensure that our staff and learners reach their full potential  | X |  |
| Be **ambitious** for ourselves and our learners. Set high expectations and standards and strive to achieve excellence in all that we do.  | X |  |
| Appreciate your own strengths whilst demonstrating **respect** for others, treating people with thoughtfulness, dignity and an open mind. | X |  |
| **Collaborate**, share ideas, encourage each other to succeed and work together in a supportive environment to achieve our goals. | X |  |
| **Professional**, be honest, reliable and polite to create a positive image of the College while demonstrating the highest standards of work. | X |  |
| **Qualifications** |
| Level 2 in English and Maths or a willingness to work towards. | X |  |
| Level 2 Learning Support Qualification (or be willing to achieve within 2 years). | X |  |
| **Experience, Knowledge and Skills**  |
| Recent experience of supporting learners across mainstream curriculum and working with people in a variety of curriculum settings ( aged 14-19) | X |  |
| A knowledge of good and outstanding teaching and learning  | X |  |
| A good working knowledge of Word, PowerPoint and Excel packages | X |  |
| An understanding of strategies for dealing with mixed level/ ability candidates and varied age groups. | X |  |
| Be able to work effectively across a range of vocational areas. | X |  |
| Be committed to equal opportunities, quality assurance and customer care and upholding the respect and dignity of the learner by operating a ‘person centred’ approach. | X |  |
| Empathy and an ability to deal with issues sensitively. | X |  |
| To be committed to supporting learners to achieve their full potential  | X |  |
| To be adaptable and flexible in a rapidly changing work environment in terms of area, hours and nature of work. | X |  |
| To be flexible and be able to work as part of a team | X |  |
| A commitment to maintain a programme of CPD | X |  |
| A commitment to safeguarding and promoting the welfare of children and vulnerable adults | X |  |
| Be committed to equal opportunities, customer care and quality improvement | X |  |