

Job title	Learning Mentor – library and resources
Salary	Point 24 - 26 (£20,070 - £21,451) + London weighting (£3,859)
Reports to	Student Support and Services Manager

Purpose of the job

To support students in their self-study with an emphasis on the provision and use of resources including books and on-line resources

Key duties

- 1) To act as part of a team of Learning Mentors
- 2) To provide and maintain learning resources in the form of books and subscriptions to on-line academic resources such as textbooks and journals

Main duties**Library and on-line resources**

- 1) To select, acquire, catalogue, classify and process library resources to agreed standards
- 2) To provide, monitor and control student text books, liaising with Curriculum Managers on their selection and use.
- 3) To select, monitor and control access to the central on-line resources provided by the Learning Resource Centre.
- 4) To help students and staff make effective use of books and on-line resources
- 5) To train and update Learning Mentors and other staff on library and on-line resource developments

Learning Mentor

- 6) To operate flexibly as part of a team across the Learning Resources Centre, Hub and other general study spaces
- 7) To provide study support to students on an individual, group or workshop basis
- 8) Create welcoming and stimulating learning environments which cater for the needs of all students
- 9) Liaise and meet with subject teachers and personal tutors, as required, to ensure that all students referred arrive with detailed accounts of their learning needs and leave with summaries of progress made
- 10) Devise and prepare a range of learning resources for student use
- 11) Run workshops on different study skills and techniques
- 12) Assist students with improving their ability to make effective use of information technology
- 13) Maintain clear records of student use of each learning facility, noting any absences from timetabled sessions
- 14) Provide in-class support when appropriate