



JOB DESCRIPTION

Learning Resource Centre Assistant



INTRODUCTION

OUR VISION

Careers focussed education inspiring learners to create their future.

OUR MISSION

To deliver outstanding technical and professional learning, which raises aspirations, develops skills, and creates futures

OUR VALUES

Defining our values:

EXCELLENCE

- The quality of being **outstanding** or extremely **good**.
- Having **outstanding features** and/or **qualities**.

We show excellence by:

- Having high aspirations and expectations for ourselves and those around us.
- Celebrating and valuing expertise and mastery at all times.
- Recognising that personal responsibility affects our ability to fulfil our potential, embracing opportunities to grow and develop our knowledge and understanding.

Waltham Forest College 

Defining our values:

INCLUSION

- Including **all types** of people and ideas, treating them **equally** and **fairly**.
- Providing equal access to **resources** and **opportunities**.

We show inclusivity by:

- Ensuring that everyone feels welcomed and valued and is allowed to be their true, authentic self.
- Not just recognising, but celebrating the diversity of our community, ensuring that everyone has a voice.
- Making sure that everyone has equal access to what the College does.

Waltham Forest College 

Defining our values:

INTEGRITY

- The quality of being **honest** and having **strong moral** principles.

We show integrity by:

- Acting with honesty at all times, taking responsibility for our own actions.
- Always doing the right thing, especially when no one is looking.
- Demonstrating professionalism, working to fulfil our moral purpose - especially when times are challenging.

Waltham Forest College 

JOB DESCRIPTION

This Job Description sets out the organizational position, reporting lines, key accountabilities and relationships.

Post	Learning Resource Centre Assistant
Department	LRC
Pay Spine	Business & Learning Support, Scale 4
Post Reports To	Team Leader for Learning Resource Center

POST OUTLINE:

The Learning Resource Centre (LRC) Assistant supports the operational and administrative functions of the LRC, ensuring it serves as a high-quality, learner-centered environment that promotes independent learning for all students. The LRC Assistant provides exceptional customer service, assists in the management of resources, and helps facilitate the effective use of the LRC to support the college's academic priorities.

MAIN TASKS:

- Maintain a welcoming and inclusive environment in the LRC, ensuring it supports effective learning and engagement while upholding high standards in customer service, equal opportunities, and health and safety practices.
- Manage and update the LRC's resources, including books, digital media, and educational materials, to keep them current, relevant, and aligned with curriculum needs.
- Deliver and develop Study Skills sessions and workshops on topics such as time management and research methods, enhancing students' personal development and academic success.
- Provide guidance and support to students and staff regarding resource use, contribute to resource selection and acquisition, and ensure the effective organization and replenishment of LRC materials.

JOB ACTIVITIES:

- Maintain a welcoming and inclusive atmosphere within the LRC, ensuring it is a conducive space for learning and engagement.
- Regularly review and update the LRC's collection of media and resources, ensuring that materials are current, relevant, and aligned with the curriculum and academic needs.
- Oversee the organisation and replenishment of resources, including books, digital media, and other educational materials, to ensure their availability and usability.
- Deliver engaging and informative Study Skills sessions designed to enhance students' personal development and academic success.
- Develop and present workshops on various study skills topics, such as time management, research methods, and effective study techniques.
- Contribute to the selection and acquisition of learning resources, providing input on materials that will best support curriculum objectives and student needs.
- Offer advice and assistance to students and staff regarding the use of LRC resources and support services, helping to resolve any issues or challenges related to resource access and utilisation.
- Promote and uphold the highest standards in customer service, ensuring all interactions are professional, courteous, and supportive.

- Adhere to and advocate for equal opportunities, ensuring that all services and resources are accessible to a diverse range of students and community members.
- Implement and maintain health and safety practices within the LRC to ensure a safe and secure environment for all users.

WALTHAM FOREST COLLEGE COMMITMENTS

Waltham Forest College aspires to be an outstanding College and in recognition of the crucial role that members of staff play, individually and collectively, in achieving and maintaining high standards all employees are required to:

Be always a positive ambassador for the College.

To adhere to the College's policies, procedures, and practices regarding the safeguarding of learners, including attendance at training and updating sessions as required and responding appropriately and supportively to any issues associated with safeguarding.

Adhere-to the College policies, codes, procedures, and frameworks.

Undertake continuing personal and work related professional and skills development.

Work collaboratively with colleagues across the College to support the achievement of the College goals.

Be a positive role model in terms of supporting and promoting equality & diversity.

Understand and actively support the College's approach to health and safety and to consider the duty of care for others and oneself in all day-to-day actions.

Challenge unacceptable behaviour (such as, for example, discriminatory language, not wearing College ID, shouting, or playing loud music in corridors, spitting, or swearing) whilst not putting one's personal safety at undue risk.

Make an active and positive contribution to team meetings, one to one session with line managers and the appraisal process

In recognition of the ever-changing environment in which the College operates, the contents of this job description will be the subject of regular review in consultation with the post holder

PERSON SPECIFICATION

Essential/Desirable criteria will be identified at*			
	AF	I	A
EDUCATION AND TRAINING			
Level 2 (or above) English and maths qualification	E		
EXPERIENCE			
Experience of administration and organisation to ensure the achievement of deadlines	E	E	
SPECIAL ABILITIES AND APTITUDE			
Computer literacy and IT skills	E	E	
Possession of excellent communication skills (oral and written)	E	E	E
Ability to work collaboratively and supportively as part of a team		E	
Ability to work both under direction and on personal initiative		E	
Aptitude for proactive identification and solution of problems and barriers to effective working		E	
Ability to work under pressure and meet targets and deadlines		E	E
OTHER REQUIRMENTS			
Commitment to safeguarding and promoting the welfare of children, young people and vulnerable adults	E	E	
Commitment to working with diversity and a range of ability levels	E	E	
Commitment to the highest possible levels of health and safety for students, staff and others	E	E	
Flexible approach to hours and duties		E	
Ability and willingness to undertake continuous professional development	E	E	
To have strong sense of purpose and the drive to achieve agreed goals		E	

* **Key:** AF = Application Form, I = Interview, A = Assessment