



# JOB DESCRIPTION

**POST TITLE:** LIBRARY AND LEARNING RESOURCE CENTRE (LLRC) FACILITATOR 60% – HMP GUYS MARSH

**POST NUMBER:** WREQ2874

**GRADE:** HAY SCALE

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## **JOB PURPOSE**

As part of the Prison Education Framework (PEF) team, you will be providing and promoting outstanding Library and Learning Resource Centre (LLRC) services and facilities that are flexible and responsive to the needs of all learners and the wider prison community. You will be working collaboratively with curriculum and prison staff as well as partner agencies to develop and promote the Learning Resource Centre and its services to maximise access and usage for learning, leisure, well-being, resettlement and employment progression.

## **KEY TASKS/DUTIES**

As post-holder, you will be responsible to the Curriculum Manager for the following:

- Develop positive working relationships and liaise regularly with curriculum staff, HMPPS and other partners ensuring that the LLRC meets the needs of the prison population;
- Work collaboratively with the curriculum team to embed the use of the LLRC within teaching, learning and assessment;
- Extend learning and literacy beyond the classroom by working with the curriculum team and partners to develop, implement and support reading and learning experiences across the prison;
- Facilitate the use of technology to enhance learning and support preparation for resettlement and employment through the Virtual Campus;
- Develop an outstanding LLRC experience that is flexible and responsive to the needs of the learners and promote the LLRC services and facilities to all prisoners;
- Maintain an enquiry service, technology support and an environment conducive for learning;
- Provide an excellent face-to-face service for all LLRC users;
- Deliver LLRC inductions;

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- Support all learners in using the LLRC facilities, services and resources and the Virtual Campus;
- Set, monitor and record targets to increase LLRC usage;
- Survey LLRC non-users to establish reasons for non-attendance and develop and promote strategies to increase engagement;
- Ensure that all resources are processed and are available for use, including accessioning, cataloguing, processing, repairing and withdrawing;
- Undertake shelving, shelf tidying and stock checking duties;
- Process orders and be responsible for receiving and checking in new stock;
- Complete key finance activities, including liaising with suppliers, organising annual subscriptions and checking off new stock against invoices;
- Implement a regular programme of LLRC events and activities to promote resources, literacy, numeracy, well-being and employability;
- Contribute toward the development of learner literacies;
- Supervise learner activity within the LLRC facility;
- Contribute to the management of stock and loan systems within the LLRC;
- Train, supervise and support LLRC orderlies and mentors.

## OTHER DUTIES

- Ensure the safety of all learners within the LLRC;
- To comply with Information Security requirements in line with College policy;
- Undertake LLRC duties as identified by the Curriculum, Digital and Area Manager.

This job description only contains the principal accountabilities relating to this post, and does not describe in detail all the duties required to carry them out.

## HEALTH AND SAFETY



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All members of staff have a duty to maintain the safe and clean conditions of their workplace area and to cooperate with Weston College and HMPPS on matters of health and safety. This will include assisting with risk assessments and carrying out appropriate actions as required. Staff are required to refer to Weston College's Health and Safety Policies in respect to their specific duties and responsibilities.

## **STAFF DEVELOPMENT**

All staff are required to participate fully in Weston College's staff development programmes and have a responsibility to identify their own professional development needs in conjunction with their line manager.

## **CONDITIONS OF SERVICE**

The College standard Contract of Service for Support staff applies.

### **SALARY**

Hay 10 Scale, Points 18-21:        £11,106.60 – £12,377.40 per annum.

### **HOURS**

Hours of attendance:        22.2 hours per week to ensure coverage for LLRC opening times. This may include some weekend and evening duties as required by the prison.

Annual leave:                168.9 hours per annum, inclusive of statutory bank holidays.

The College reserves the right to direct up to 10 days of your annual leave entitlement for efficiency purposes.

*Weston College is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.*



# PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
Five GCSEs at Grade C or above (or equivalent), including Mathematics and English. <i>All applicants must be able to provide evidence of a Level 2 Qualification in Mathematics and English, or be willing to undertake these Qualifications whilst in post.</i>	✓	
Experience of working in a library or resource centre experience.		✓
Good level of technical ability and competent user of technology.	✓	
Good interpersonal and communication skills.	✓	
Ability to communicate effectively with staff at all levels.	✓	
Strong organisation and time management skills.	✓	
Proactive to learning about developments within libraries and with learning resources.	✓	
Receptive to new ideas and a willingness to work flexibly.	✓	
Independence, enthusiasm, and initiative.	✓	
Experience in working with groups of learners.		✓
Experience in providing one-to-one learner support.		✓
Level 2 IT Qualification (or higher).		✓
Experience within the FE and PEF sector.		✓