

**JOB TITLE:** Senior Learning Resource Assistant

**ACCOUNTABLE TO:** Learning Resource Manager

**JOB PURPOSE:** To support in the development of teaching and learning across the College, assisting efficient and effective running of the Learning Resource Centres and to support the development of students as independent learners

**KEY RESPONSIBILITIES**

- To work with the LRC Manager to support the development of students as increasingly independent learners through induction sessions addressing research and independent study skills and the production of support materials
- To be responsible for overseeing frontline LRC Services, to include allocating students to computers and study places, issuing, returning and renewing materials, collecting payments and selling consumables
- To supervise students in designated study areas in order to maintain a purposeful atmosphere
- To assist in the processing of LRC acquisitions, entering data on the automated catalogue, checking data and updating entries as required
- To be responsible for ensuring that the rules relating to security of stock, computer systems and equipment are applied appropriately
- To respond to students and staff enquiries relating to the use of the LRC facilities
- To assist students in finding information and demonstrating the techniques to help them find information themselves
- To be responsible for overseeing the creation of displays and the production of materials to publicise the LRC and its services
- To be responsible for overseeing the purchasing and auditing of stationery and LRC equipment, as agreed with the LRC Manager

- To operate photocopiers and computer equipment, rectifying day to day faults as necessary
- To be responsible for one or more defined areas of LRC administration, as agreed with the LRC Manager
- To provide administrative support for the work of the LRC, to include word processing, budget analysis, filing and record keeping
- To be responsible for overseeing shelving and shelf-tidying
- To lead the other members of the team to resolve day-to-day problems in the absence of the LRC Manager.

### **GENERAL RESPONSIBILITIES**

- To ensure the adherence to the College's policies and procedures with regard to the safeguarding of, and promotion of, the welfare of students
- To ensure the application of the College's Single Equality Scheme including valuing diversity and promoting equality
- To implement the College's Health & Safety policy and procedures within the post holders own area of responsibility
- To support, promote and operate in line with the College mission and values
- Commitment to the continuous improvement of services offered by the College
- Any other reasonable duties commensurate with the role as required

### **NOTES**

- The above job description outlines the key responsibilities. It is not exhaustive and the tasks associated with the key responsibilities can be expected to change over time
- The post holder will be expected to undertake such other duties, within the general scope of the post, as may be required from time to time by the Principal (subject to the terms of the postholder's contract of employment)
- The nature of the work involved in this role will on occasions require some flexibility over hours of work to facilitate meetings and other interactions with parents/carers.

<b>Attribute</b>	<b>Criteria</b>	<b>Method of Assessment</b>
<b>Education &amp; Qualifications</b>		
A good standard of general education including English and Maths at GCSE Grade 4 or above or equivalent	Essential	Certs/App Form
A Levels or equivalent	Desirable	Certs/App Form
Computer qualification (for example RSA Stage II, ECDL or CLAIT)	Desirable	Certs/App Form
<b>Experience, Knowledge &amp; Abilities</b>		
Experience of working in a Learning Resource Centre	Essential	App Form/Int
Experience of working in an administrative capacity	Essential	App Form/Int
Experience of dealing with enquiries	Essential	App Form/Int
Confident and competent in the use of IT in a working environment	Essential	Int/Test
Ability to respond and communicate with others showing sensitivity, clarity and focus	Essential	App Form/Int
Ability to plan and prioritise work effectively and meet deadlines	Essential	App Form/Int
Capacity to work under pressure and without direct supervision	Essential	App Form/Int
Excellent communication skills, both verbally and in writing	Essential	App Form/Int/Test
Experience of working in a college or school context	Desirable	App Form/Int
<b>Interpersonal Skills &amp; Qualities</b>		
Flexibility and resilience	Essential	Int
Open and approachable manner	Essential	Int
Calmness under pressure	Essential	Int