



JOB DESCRIPTION AND PERSON SPECIFICATION

A. POSITION DETAILS

TITLE OF POST:	Library Facilitator
RESPONSIBLE TO:	Library Team Leader
GRADE:	Grade 3, Spinal point 28
SALARY:	£28,010 Pro Rata (Inclusive of London Weighting)
CLOSING DATE:	31 st October 2017

Please note there are 3 openings for this vacancy with different hours and weeks.

1. Library Facilitator with 24 hours per week, 40 weeks Term Time Only
2. Library Facilitator with 35 hours per week, 38 weeks Term Time Only
3. Library Facilitator with 35 hours per week, All year round.

Please state which role you are applying for on your application.

B. PURPOSE OF THE JOB

To deliver high quality student focussed support to facilitate student learning. To work with other library facilitators to enable teaching staff, students and other information seekers to access and fully utilise resources accessible in the Library. To liaise with teaching staff on the provision of resources to support the curriculum. To produce materials and resources to support assignments and information and digital literacy skills delivery. To deliver student induction programme for ICT access, MyCandi, VLE and the library

C. MAIN DUTIES AND RESPONSIBILITIES

- Assist in equipping students with transferable and core-enabling skills related to knowledge acquisition and lifelong learning
- Developing positive, supportive and enabling relationships with students and colleagues
- Developing ICT/ILT and Internet navigation skills with staff and students
- Providing basic and key skills support to students within the Library

- To help users to locate resources within the Library, by maintaining clear signage and shelving or filing materials promptly and accurately
- To undertake routine library duties, such as preparation of new materials and record keeping, and recording of periodicals received, operating ICT booking systems
- Deliver help, advice and supportive enquiry service to students using Library services and resources
- Delivering the ICT, Library, VLE (currently Moodle) and MyCandi induction programme for students
- Liaising with teaching staff on the provision of workshops for groups of students to support learning, and develop learning skills and to ensure best use is made of library services and resources
- Develop e-learning materials to support student learning
- Evaluating and supporting the use of library and learning resources
- Liaison with teaching staff in the provision of expertise and advice on the selection and acquisition of learning resources
- Work flexibly within the Library to contribute to service development
- To comply with policies and procedures
- To keep up to date with changes to policies and procedures
- To be willing to deputise for the Library team leader
- To maintain Library records as required (including those held on the library management system), administering student records in accordance with the requirements of the Data Protection Act, and classifying and cataloguing resources
- To maintain an environment in which students can feel safe and are able to study by ensuring that students engage in learning activities and behave in an appropriate fashion

D. EXPECTATIONS OF THE POST HOLDER

- Ensure that the College policy for equality of opportunity is adhered to and promoted in all aspects of the post holder's work
- Ensure effective quality control and continuous improvement in all aspects of the work and responsibilities attached to this post, in keeping with the College's quality assurance procedures and systems
- Undertake responsibilities for safeguarding and protecting the welfare of children and vulnerable adults
- To comply with and promote College Health and Safety policies and procedures and to undertake recommended Health and Safety training as and when necessary

- Be committed to professional self-development, through participation in in-service training as necessary for the successful carrying out of the job
- Undertake such other duties as are commensurate with the grade of the post, as may be reasonably required at the initial place of work or at other locations in the College

N.B. This job description is designed to outline a range of main duties that may be encountered. It is not designed to be an exhaustive listing of tasks and can be varied in consultation with the post holder in order to reflect changes in the job or the organisation.

E. PERSON SPECIFICATION

Important:

- When completing your application form and writing your supporting statement please make sure that you cover all the points in the Person Specification using each criterion as a separate heading.
- Please download a copy of our **Business Support Competency Framework** from <http://www.candi.ac.uk/working-for-us/vacancies/application-information/>. These standards are reflected in aspects of the Person Specification and are assessed in the recruitment process.
- Essential criteria are those without which an appointee would be unable to adequately perform the job; Desirable criteria are those that may enable the candidate to perform better or require a shorter familiarisation period. Please only apply for roles if you meet the essential criteria.

Qualifications and Experience

1. Degree or equivalent
2. Experience of working in a proactive, student focused front line service
3. Experience of facilitating student learning and research
4. High level of literacy in IT, advanced user of the Web and Microsoft programmes including: Excel, Word, PowerPoint and Outlook (essential) and experience of using multimedia and web applications (desirable)
5. The ability to represent the Library team positively and provide information clearly and accurately on the telephone and in person
6. Experience of delivering student inductions

Knowledge and Understanding

7. Understanding of learning styles and how to support them
8. Knowledge and understanding of current technologies and how they support learning
9. Maintaining accurate records and adhering to administrative systems



Skills and Abilities

10. Ability to be diplomatic and patient
11. High level of communication skills to deliver workshops, induction and one to one student support
12. Ability to develop a good rapport quickly with all levels of learners to demonstrate a student-centred approach
13. Ability to demonstrate enabler and facilitator skills
14. Ability to undertake research to support students and develop resources
15. Ability to form constructive working relationships with all staff groups
16. Ability to keep up to date with curriculum change and changing learner styles

Additional Requirement:

17. Ability to work some evenings or weekends
18. Willingness to adjust working hours to best support our students

Please download a copy of the College's Business Support Competency Framework from <http://www.candi.ac.uk/working-for-us> .These behaviours are reflected in aspects of the Person Specification and are assessed in the recruitment process.

When writing your supporting statement please make sure that you cover all the points in the Person Specification using each criterion as a separate heading.

This post is subject to an enhanced Disclosure and Barring Service (DBS) disclosure