



JOB DESCRIPTION

Post:	LEARNING RESOURCES ASSISTANT
Responsible to:	Assistant Principal – TLA
Salary:	£21,351 - £21,955 pro rata (£18,053 - £18,564 per annum) (Scale 3, Pts 17 - 20) Term Time - 38 weeks per year
Conditions of Service:	Callywith College Conditions of Service
Main Purpose of Job:	<p>To assist with the day to day operations of the Learning Services Team</p> <p>To provide an outstanding customer service experience to all members of the college community</p> <p>To offer an outstanding level of support to students in their learning</p> <p>To be able to offer support on a one-to- one, small group and workshop basis.</p>
Specific Duties:	<p>To staff the Learning Centres / Libraries across the Callywith Campus, providing a consistent and outstanding level of service to all customers and managing all enquiries, including Library resource enquiries, IT Support enquiries and overseeing basic reprographic and print tasks.</p> <p>To actively maintain an environment conducive to learning by maintaining student behaviour and maintaining tidy working practices.</p> <p>To be pro- active in welcoming users into the centres, offering help and support with finding resources and ensuring they are directed to appropriate work spaces.</p> <p>To be able to support learners with English, Maths, Study skills and those students with an identified learning need.</p> <p>To be able to offer support on a one-to- one, small group and workshop basis.</p> <p>To draw up appropriate learning plans with individual students and review these regularly.</p>

**Specific Duties
(cont'd):**

To be able to evaluate students' learning.

To record student progress and provide information for additional learning support.

To actively promote the skills and specialties of the team members, referring individuals to relevant sources of support within the College.

Undertake routine Library helpdesk tasks such as issue, return, renew and reservation of resources and take library fines and monies using the library management database. Process reservation requests for Interlibrary loans and intercampus loans.

Under the direction of the Team Leader to liaise with College departments to identify and place orders for resources required.

To maintain aspects of the Learning resource pages on the VLE.

Regularly shelve & tidy resources and learning spaces.

To help students and staff using IT facilities within the centres, eg. resetting passwords, accessing Wi-Fi, saving and retrieving documents.

To provide basic support to students and staff with the use of IT applications, eg. Microsoft packages, college Intranet and VLE.

To undertake first line IT fault finding and to report all IT technical faults.

Ensure correct and appropriate use of equipment, including computers, printers, audio-visual equipment and photocopiers.

To be familiar with and able to interrogate, demonstrate and recommend a range of online learning resources as appropriate.

Process and repair resources, withdraw unwanted resources, process and record overdue items, routine filing and shelving.

Routine data entry.

Journal check in and indexing.

To collect and collate statistics as requested by the Assistant Principal.

Ensure photocopiers are operated under the copyright laws, and to be able to advise others on copyright restrictions.



**Specific Duties
(cont'd):**

To operate peripheral equipment within the department to assist with the provision and preparation of materials.

To ensure that sufficient stationery, sundries and paper supplies are held for the site to function efficiently. This may include placing orders.

To ensure that equipment is sufficient for the needs of the site and is maintained in good working order, logging faults when required.

To deliver start of year library Inductions to new and returning students, aimed at raising their awareness and knowledge of the service and the resources available to them.

To deliver research sessions to new and returning students throughout the year.

To be confident in the demonstration of a range of Online resource's.

Ensure notice boards and resource displays are up to date and inspiring.

Seek opportunities to recommend resources and services to all customers at all times.

Contribute to the production and maintenance of user information guides, in both print and electronic format.

Participate in events and activities aimed at encouraging use of the Learning Services provision.



General Requirement: As a member of staff the postholder will be required to further the agreed aims of the College by participating fully in the following.

To participate in the scheme for appraisal and review of performance adopted by the College. The first six months of your employment will be a probationary period, during which your suitability for the position to which you have been appointed will be assessed

The provision of a high quality environment for student learning and associated activities.

Student Welfare and Support Services.

The development of a flexible and responsive institution.

College Promotional and Marketing Activities.

The safe and appropriate use of College equipment, premises and property.

Health and Safety Procedures as laid out in the College Health and Safety Policy.

Staff Development Activities.

General College Developments.

To be responsible for promoting equality and diversity in line with College procedures.

All members of staff must be prepared for changes in their responsibilities and work.

The post-holder will also be required to undertake such other tasks as the Principal from time to time may determine which will include Fire Marshall and First Aid Duties.

The College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.



PERSON SPECIFICATION

Learning Resources Assistant

- The ideal candidate will have an enthusiasm for working with young people and a real desire to provide an excellent service for learners.
- Ability to work as part of a team
- An interest in education and learning support
- Excellent communication and interpersonal skills
- Willingness to demonstrate a flexible attitude and to embrace change
- Good IT skills
- Ability to support learners of all ages and levels
- An approachable attitude
- An ability to cope with busy working environments
- Professional approach, able to represent the college and the Learning Services team positively
- Ability to deal sensitively and fairly with people.
- Able to undertake occasional flexible working hours as working pattern may include evening and weekend deployment
- A commitment to undertaking continued professional development activities relevant to the post.
- The ability to communicate well with students and to facilitate learning in a personalised way.

DESIRABLE

- Applicants need to be qualified to degree level with relevant A Levels.
- A GCSE grade 4 (or equivalent) in both English and Maths
- Experience of supporting individuals to develop English/Maths/Study skills.

The College is registered with the Disclosure and Barring Service and the successful applicant will be required to apply for a Disclosure at the enhanced level. If you apply for a job with vulnerable people when you know you are on a barred list you could be fined or face a prison sentence.

Callywith College is committed to ensuring a culture of valuing diversity and ensuring equality of opportunities.