JOB DESCRIPTION

**POST TITLE:**  Learning Facilitator

**GRADE:** Harmonised Salary Scale Point 14-16 (£18,022 - £19,095)

**WORK ARRANGEMENTS:** 25 hours per week/37 weeks per year

**DEPARTMENT:** Learning Resources

**RESPONSIBLE TO:**  Learning Resources Manager

**RESPONSIBLE FOR:** Provide excellent customer service in the delivery of directed support for learning to all College learners, both face to face and online. They will facilitate both planned and spontaneous learning opportunities. They will direct and support learners to use the most appropriate resources available that meet their needs and develop their independent learning and support the College’s vision to become and sustain outstanding.

**PURPOSE OF THE POST**

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| The post holder will: |

1. Be expected to undertake initial teacher training to develop their knowledge and practical application of teaching, learning and assessment.
2. Plan to develop subject specialisms to provide more tailored support to learners in designated vocational areas.
3. Strive to achieve consistently outstanding provision.

# **DUTIES AND RESPONSIBILITIES**

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|  | Work effectively together with classroom based, work-based and cross-college colleagues as one team, respecting and valuing each other to deliver outstanding services to students. |
|  | To provide excellent customer service to all users of the Learning Resources Centres and Library and their services (physical and remote) |
|  | To actively support all learners in study through either planned or spontaneous learning opportunities |
|  | To develop strong links with curriculum staff to plan and deliver support for learners and their learning |
|  | To coach and mentor a case load of remote/work-based learners by online or digital means |
|  | To be mobile and flexible to support all College learners |

7. To provide online support for remote/work-based learners

8. To develop subject specialisms and pedagogies through their own continuous professional

 development to support vocational learners

9. To develop and maintain a thorough knowledge of the full range of College learning

 resources, directing/supporting learners in accessing and utilising them

10. To maintain their own continuous professional development, including the completion of

 CEOP – e-Safety training, initial teacher training and an appropriate L4/5 professional

 Qualification

11. To support and assist the completion of the Initial Assessment process for new learners to

 College

12. To support the development of independent research and study skills of learners appropriate

 to their level

13. To design and deliver training sessions for covering the accessing and use of learning

 resources and study skills

14. To create high quality training resources in a range of formats (e.g. video, podcast,

 screencast, etc.) that promote and support the adoption of appropriate learning technologies

 across College

15. To document and provide guidance materials supporting the use of both newly adopted and

 established learning resources

16. To promote, develop and assist with the evaluation and impact of resources

17. To assist with the management and administration of resources, hardware, software and

 Systems

18. To take on specialist roles on behalf of the Learning Resources team

# **GENERAL**

1. Take responsibility for one’s own professional development and continually update as necessary, participating in appropriate staff development activities as required including the Professional Development Review.
2. Promote a positive image of the College and the work that is carried out across its various services.
3. Comply with all legislative and regulatory requirements.
4. Apply the College’s own Safeguarding Policy and practices and attend training as requested.
5. Show a commitment to diversity, equal opportunities and anti-discriminatory practices. The post holder is expected to comply with and promote the College’s Equal Opportunities Policy in all aspects of their duties and responsibilities.
6. Carry out any other reasonable duties within the overall function, commensurate with the grading and level of responsibility of the job.
7. Take an active role in the health, safety and welfare of students and staff, attending training and carrying out health and safety related activities as appropriate to the role.

Person Specification

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| **Post:** | Learning Facilitator | **Department:** | Learning Resources & TEL |

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| **Key Requirements:** | **Essential/****Desirable** | **Assessed** |
| **Qualifications:** |  |  |
| Possess, or willingness to work towards, L4/5 professional qualification | E | A/I |
| Level 3 or 4 qualifications in a vocational subject (s) | D | A/I |
| Possess, or willingness to work towards, an initial teaching qualification and/or coaching and mentoring qualification | E | A/I |
| Assessor/TAQA Awards | D | A/I |
| CEOP – e-Safety training | D | A |
| Possess, or willingness to work towards, level 2 Customer Service  | E | A/I |
| Level 2 or equivalent qualification in maths and English e.g. GCSE or equivalent grades A – C | E | A/I |
| **Experience:** |  |  |
| Provided excellent customer service ideally working in an educational setting | E | A/I |
| Teaching or training experience through either face to face delivery or online support | D | A/I |
| Coaching and mentoring to support the development and independent study skills of learners both at college and remote | D | A/I |
| Experience of using different learning technologies | E | A/I |
| **Skills/Knowledge:** |  |  |
| Excellent interpersonal and communication skills with the ability to influence in a positive manner | E | I |
| ICT and learning resources to provide online support for remote learners | E | A/I |
| Strong curriculum knowledge of at least one vocational area and its relevant learning resources, both physical and virtual/digital  | E | A/I |
| Knowledge of initial assessment processes | D | I |
| Experience of popular and emerging learning resources and technologies | D | A/I |
| **Qualities:** |  |  |
| Be able to work effectively as a team member | E | I |
| To be responsive to customers in planned and spontaneous learning opportunities | E | I |
| Able to use own initiative  | E | I |
| Active in own professional development | E | I |
| Must be able to demonstrate a flexible approach | E | I |
| Have an enthusiastic and flexible approach to their work | E | I |
| Must accept and actively support the College’s core values and mission | E | I |
| **Other Requirements:** |  |  |
| An understanding of Safeguarding of Children & Vulnerable Adults within the workplace | E | I |
| Your previous work/life history provides evidence that you are safe to work with children and vulnerable adults | E | A/I |
| Full commitment to Equal Opportunities and anti-discriminatory working practices | E | I |
| Demonstrate a commitment to self-development | E | I |
| Be prepared to use own vehicle or public transport to travel to different locations | E | I |

**E = Essential D = Desirable A = Application I = Interview T = Test**

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| **Produced by:** | Colin Sawers | **Date Produced:** | 29 August 2017 |