

**Job Description**

 **Learning Resource Specialist**

# Job Title: Learning Resource Specialist

Grade: Scale 4

Hours: 2 posts: 1 permanent post 36 hours per week, 39 weeks per year

 (£18,429 - £20,241 per annum)

 1 fixed term post 24 hours per week, 52 weeks per year until 30th July 2021 (£14,229 - £15,628 per annum)

Reporting to: Learning Resource Manager

Base: Hayes and Uxbridge

**MAIN SCOPE OF POST:**

To assist with the daily provision of information and learning resources for students.

**Customer service responsibilities**

* Supervise students in the College’s Learning Resource Centres (LRCs) and study areas and ensure they are engaged in appropriate activity, managing their behaviour where necessary
* Assist students in researching work and finding material using paper based resources including books and periodicals, and online resources including e-books and journals through the College Virtual Learning Environment (VLE)
* Provide first line support for students booking computers and help with basic Microsoft Office and Google software : Also resetting student passwords and dealing with account queries
* Liaise with IT Services to ensure technical problems are dealt with efficiently to minimise disruption to users
* Assist in the collection of LRC survey information
* Assist in the delivery of induction and subsequent training sessions on Information Literacy and College learning resources for staff and students
* Assist in the collection of fines and other learning resource charges

Administrative responsibilities

* Liaise with a specified Curriculum area to advise and identify their learning resource needs by attending team meetings
* Carry out resource ordering including online resources and eBooks
* Classify and catalogue new resources using the Library Management System and -process all new material so it is shelf ready
* Carry out shelving/ tidying of resources and stock checks on a regular basis
* Assist in the preparation of electronic LRC resource guides
* Update LRC information on the VLE
* Assist in the collection of usage data for learning resources
* Maintain student and staff registration details
* Assist the Learning Resource Manager with the administration of budgets
* Assist in marketing of LRC resources by preparing materials for plasma screens and VLE

Responsibilities as an Employee of the College

1. Take an active part in the appraisal and mentoring processes
2. Comply with the College’s Health and Safety Policy and its implementation
3. Comply with and actively promote the College’s Equality and Diversity Policy
4. Participate in and contribute to the College’s in-service staff development and training activities
5. Participate in enrolment duties
6. Carry out all other duties as may be reasonably required by the Learning Resource Manager

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| **Further Education is an ever changing service and all staff are expected to participate constructively in College activities and to adopt a flexible approach to their work. This job description will be reviewed annually during the appraisal process and will be varied in the light of the business needs of the College.** |

**Learning Resource Specialist**

###### Person Specification

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|  | **Essential** | **Desirable** | **How assessed?\*** |
| Qualifications |  |  |  |
| Educated to a good standard including GCSE English at minimum of Grade C or equivalent | **✓** |  | Cert/AF |
| Educated to A level or above |  | **✓** | Cert/AF |
| Knowledge |  |  |  |
| Good working knowledge of standard Microsoft Office software packages, including e-mail and the Internet | **✓** |  | AF/IV |
| Knowledge online learning resources and ebooks |  | **✓** | AF/IV |
| Working knowledge of Google Suite (docs, slides and sheets) |  | **✓** |  |
| Skills and Experience |  |  |  |
| Excellent communication and interpersonal skills | **✓** |  | AF/IV |
| Good organisational skills | **✓** |  | AF/IV |
| Experience of working in a busy, customer focused environment | **✓** |  | AF/IV |
| Ability to provide an excellent standard of customer service | **✓** |  | AF/IV |
|  Good literacy skills | **✓** |  | AF |
| Ability to deliver effective study skills and digital literacy sessions to groups of learners aged 16-19 | **✓** |  | AF/IV |
| Ability to effectively monitor students’ behaviour | **✓** |  | IV |
| Experience of working in a library or learning resource/educational environment |  | **✓** | AF/IV |
| Ability to work under pressure and prioritise workload | **✓** |  | AF/IV |
| Ability to use own initiative and work flexibly | **✓** |  | IV |
| Ability to work effectively as part of a team | **✓** |  | IV/AF |
| An understanding of and commitment to Equality and Diversity and Safeguarding in education | **✓** |  | IV |
| Commitment to own professional development | **✓** |  | IV |
| Competencies*Support staff should be able to demonstrate competency in the following areas:*CommunicationPlanning and OrganisingWorking Together Customer ServicesAdaptability/Flexibility | **✓** |  | AF/IV |

\*Evidence of criteria will be established from:

AF = Application Form

IV = Interview

T = Test at interview stage

Cert = Certificate (checked at interview stage)