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# Job Description

# Active Learning Facilitator

Job Title: Active Learning Facilitator (ALF)

Reports to: Head of School: BSHB

Hours: 17 hours per week, 39 weeks per year to cover term times

Scale: Scale 3

**The purpose of the post is:** By working with curriculum teams, actively facilitate class groups in (a) independent learning and (b) Active Learning groups to complete: (i) units of their coursework, (ii) key online activities and (iii) shared Project Based Learning Tasks to ensure student success and their achieving the Harrow College Student Attributes.

1. **Key Accountabilities**

* Provide support for students who are timetabled for directed self-study in the college Active Learning e-zone, including the timely completion of class registers and liaison with curriculum staff to ensure that programmes are fully supported.
* Implement and facilitate the Active Learning Scheme of Work in partnership with your Curriculum Area to class groups of students so they are actively working towards completing their course work and engaged in positive work practices
* Actively facilitate students to ensure all engage in: (i) completing units of their coursework, (ii) key online activities and (iii) shared Project Based Learning Tasks.
* Ensure students in your timetabled slots maintain good punctuality, attendance and behaviour.
* Deliver induction sessions, including ensuring all students complete online Initial and Diagnostic Assessments, and follow up support, assisting students to explore e-learning resources, including multimedia, online databases, intranet and VLE.
* .Maintain a productive environment for learning by keeping spaces tidy and equipment running well; and encouraging positive student behaviour by skilfully managing inappropriate behaviour, in line with agreed guidelines and procedures (including the disciplinary process) and in conjunction with teaching staff and other colleagues.
* Support the college’s focus on supporting students to achieve their best through the college Student Attributes so all are work-ready, evidencing positive behaviours and high standards of work. Part of this will mean facilitating student completion of entrepreneurial based activities both online and in project Based Working Groups. You will also support aspects of the tutorial/pastoral programme.

1. **Duties**

* Carry out administrative tasks commensurate with role, following established systems and procedures and using relevant packages.
* Provide cover for other e-learning facilitators.
* Have a clear understanding of, and deliver services within the framework of relevant legislation, such as Health and Safety, Copyright, Data protection and Freedom of Information.
* Work towards Quality Assurance targets and participate in the annual review and monitoring cycle.
* Carry out any broadly comparable duties which may from time to time be required
* To staff service points as required
* Supervise users and help to maintain an environment conducive to learning, through active involvement with users
* Deliver the programme of inductions to new students
* Assist with enquiries whether in person, by phone or mail, including electronic enquiries
* Assist in routine administrative tasks
* Contribute to the maintenance of one or more designated curriculum areas under supervision
* To carry out other duties as may reasonably be required by Heads or Directors

1. **General Duties**

* Promote the efficiency and effectiveness of the e-learning facilities
* Work closely with colleagues to promote a corporate approach to the organisation and management of the College
* Take part in staff development at the College or elsewhere
* Contribute to the management of students throughout the College
* Participate in Open Evenings, and other College events
* Support and implement the College’s Equal Opportunities Policy and support the College’s commitment to safeguarding and promoting the welfare of children, young adults and vulnerable adults
* Promote a positive image of the College in the local community
* Assist with the promotion, supervision, management and administration of such College activities as may be required from time to time
* Carry out such other duties as may reasonably be required by the Line Manager

**Active Learning Facilitator**

**Person Specification**

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|  | **Essential** | **Desirable** | **How assessed\*** |
| **Qualifications** |  |  |  |
| * High standard of general education (minimum Level 3 (‘A’ Level or equivalent) | **✓** |  | Cert/AF |
| * Good numeracy and literacy skills – minimum of GCSE grade C (or above) or equivalent in English and Maths | **✓** |  | Cert/T |
| **Knowledge, Skills and Experience** |  |  |  |
| Experience of supporting students in an educational environment | **✓** |  | AF/IV |
| Experience of creating/using learning resources effectively to support students’ literacy and numeracy, and ability to adapt resources to meet students’ individual needs | **✓** |  | AF/IV |
| Good interpersonal and communication skills | **✓** |  | AF/IV |
| * Good organisational and administrative skills | **✓** |  | AF/IV |
| * Ability to utilise strategies to engage and motivate learners aged 16-19 | **✓** |  | AF/IV |
| * Ability to plan, organise and prioritise own workload effectively | **✓** |  | AF/IV |
| * Good literacy and numeracy skills | **✓** |  | AF/T |
| * Good IT skills (Microsoft Office, Teams and use of systems/databases | **✓** |  | AF/IV |
| * Ability to deliver effective support sessions online/remotely when required | **✓** |  | AF/IV |
| * Ability to use own initiative and work flexibly | **✓** |  | AF/IV |
| * Ability to work effectively as part of a team | **✓** |  | IV/AF |
| * An understanding and commitment to Safeguarding and Equality and Diversity | **✓** |  | IV |
| * Knowledge of how to study and achieve curriculum standards | **✓** |  | AF/IV |
| * Commitment to student learning | **✓** |  | AF/IV |
| * Positive attitude to the use of technology in curriculum delivery | **✓** |  | AF/IV |
| * Commitment to own professional development | **✓** |  | AF/IV |
| **Competencies**  *Support staff should be able to demonstrate competency in the following areas:*  Communication; Planning and Organising  Working Together; Customer Services  Adaptability/Flexibility | **✓** |  | AF/IV |

\*Evidence of criteria will be established from:

AF = Application Form IV = Interview

T = Test (Skills test at interview stage) Cert = Certificates checked on induction

**JOB TITLE:**

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| **CATEGORY** | **REQUIREMENTS** |
| **EXPERIENCE** | * Experience of working with e-learning resources * Experience of supporting students of all ages, individually or in groups to achieve their best * An interest in the positive development of young people * An interest in supporting career progression for young people |
| **KNOWLEDGE** | * Knowledge of digital/e-learning resources * Subject knowledge **relating** to one or more of Business, Law, Accounting, IT, Hair & Beauty, SLDD, Science, Health & Care, Childcare & Counselling, Sports, Art, Photography, Fashion, Graphics, Construction and building trades, Humanities, or English & Maths is an advantage |
| **QUALIFICATIONS** | * Minimum Level 3 Qualifications- preferably in any of the above listed subjects*.* * Good general educational background (GCSE/NVQ Level 2 or equivalent in Maths and English). * A Degree or equivalent subject knowledge preferable * Have, be working towards or be willing to work towards the AET award * *A commitment to personal professional dev*elopment |
| **SKILLS/COMPETENCIES** | * Good IT skills * Good customer care * Competent in the use of digital e-learning media * Student focus |
| **RESPONSIVENESS** | * Ability to work as an effective team member * Ability to work flexibly and under pressure * Ability to take responsibility and work independently * Understanding of and empathy with the needs of young people |
| **COMMUNICATION** | * Excellent written and oral communication skills. * Listening skills * Good interpersonal skills |
| **PLANNING AND ORGANISATION** | * Good time management and ability to prioritise * Good organisation and administrative skills |
| **ENERGY AND DRIVE** | * Enthusiasm * Assertiveness * Self knowledge * Creativity, innovation and original thinking |
| **EQUALITY AND DIVERSITY** | * Commitment to work within the framework of the College’s Equality and Diversity policy * Commitment to safeguarding and promoting the welfare of children, young people and vulnerable adults. * Commitment to ensuring the College is an inclusive environment in which individuals are respected and unacceptable behaviour is challenged. |