

This Job Description sets out the organisational position, reporting lines, key accountabilities and relationships.

**MAIN COLLEGE LOCATION:**                    **East Surrey College**

**POST OUTLINE:**

The purpose of this role is to support learners in the development of their learning by assisting them in the Learning Resource Centre.

**Post Reports To:**                                **Director - Student Support (East Surrey College)**

**Key Accountabilities:**

- To work with learners to facilitate their study using a variety of learning resources and information, including multi-media, on-line and paper-based resources.
- To assist learners and staff in retrieving and making full use of learning resources and information.
- To staff the desk, maintain computerised loan records and carry out routine support services such as shelving, self-tidying and filing.
- To assist with the supervision of learners.
- To work with the Department Managers and the teaching staff teams to identify learning materials for supporting learning
- To attend relevant Department Area and team meetings.
- To process and record information on to the College systems and to share the responsibility for maintaining accurate records.
- To contribute to the development and running of the Learning Resource Centre.
- To assist in the tutorial, enrichment and Student Union activities as requested by your line manager
- To provide support to staff in the use of learning technologies, including the VLE (virtual learning environment), SMARTboards and e-tracker
- To assist in the development and provision of a study skills service to staff and students at the College
- To cover the Reprographics service as required

**Personal Competencies:**

**Core Competencies**

- **Valuing Equality and Diversity**
- **Working with People;** Team Working, Communication
- **Results Focus;** Drive to Achieve Excellence, Technical Skills & Professionalism
- **Focus on Delivery;** Organisational Awareness, Customer/Student Focus
- **Self Motivation;** Adaptability & Flexibility, Accountability

**Key Relationships:**

The postholder will need to form effective and co-operative working relationships, in particular with:

- Director - Student Support (East Surrey College)
- LRC & ICT Assistant
- LRC Assistants
- Department Managers and teaching staff

- Learners / other users of the LRC
- ICT Team

**Expectations of the Post Holder:**

The post holder will undertake assigned responsibilities effectively and efficiently, and within regulatory and legislative requirements; achieve individual and departmental targets within the College Group's annual planning and employees performance review processes and budgetary constraints and:

1. Actively promote equality and diversity, recognising and actively challenging stereotyping, prejudice and discrimination, ensuring that these principles permeate all working practices. All employees are required to undertake mandatory Equality & Diversity Training.
2. Adhere to and actively promote the College Group's Safeguarding policy and procedures, and undertake mandatory Safeguarding and Prevent Training.
3. Adhere to and actively promote the College Group's Prevent Agenda
4. Adhere to and actively promote the College Group's Data Protection policy and procedures, and undertake the mandatory Data Protection Training.
5. Ensure effective quality control and continuous improvement in all aspects of this post, in keeping with the College Group's existing and developing quality assurance systems.
6. Be committed to professional self-development, through participation in the College Group's continuing professional development programme which includes industry based work shadowing, attending seminars, College conference days and training events appropriate to the job role.
7. Comply with and promote College Group's Health and Safety policies and procedures and to undertake mandatory Health and Safety training as and when necessary.
8. Undertake such other duties as required, commensurate with the grade of the post, as may be reasonably required at either College, East Surrey College or John Ruskin College, or at other subsidiaries.
9. Support College Group events such as Open/Parents/Award Evenings and Enrolment sessions when required.
10. Adhere to all College Group procedures (as detailed in the Employee Handbook).
11. At all times seek to serve the best interests of the College Group.
12. To provide cover for colleagues during periods of holiday or sickness absence.

NB: This job description outlines a range of main duties. It is not exhaustive and can be varied in consultation with the post holder in order to reflect changes in the job or the organisation.

## PERSON SPECIFICATION

### LRC Assistant

The following is a list of skills, experience and qualities that we might expect to find in the successful applicant for this post:

#### QUALIFICATIONS

Highlights the qualifications expected of jobholder

Orbital South Colleges Group is committed to supporting all employees in obtaining Level 2 Maths and English, if this has not already been achieved.

Criterion	Essential	Desirable
Maths & English GCSE / Level 2 equivalent (achieved or willing to obtain)	✓	
Customer Service Level 2 (or willing to obtain)	✓	
Equality & Diversity Level 2 (or willing to obtain)	✓	
Safeguarding Children & Vulnerable Adults (or willing to obtain)	✓	
IT Qualification at Level 2 or above (or willing to obtain)	✓	

#### KNOWLEDGE & EXPERIENCE

Highlights the knowledge and experience required by the jobholder of specific processes, procedures and technical requirements

Criterion	Essential	Desirable
Understanding of the Library and Information environment	✓	
Understanding of the role of virtual learning environments in curriculum delivery		✓
Knowledge of current developments in the FE curriculum		✓
Previous experience of Library or related work		✓
Previous experience of planning and managing the use of resources		✓
Previous experience of delivering staff development		✓

#### COMPETENCIES – refer to ESC Competency Framework and Job Description

Specific personal skills and behaviours required of the jobholder

Criterion	Level Expected
Valuing Equality and Diversity	1
Working with People (Team Working, Communication)	1
Results Focus (Drive to Achieve Excellence, Technical Skills & Professionalism)	1
Focus on Delivery (Customer/Student Focus, Organisational Awareness)	1
Self Motivation (Adaptability & Flexibility, Accountability)	1
Performance Management	N/A
Resource Management	N/A
Developing Partnerships	N/A
Inspirational Leadership that focus' on the future	N/A