

Job Description and Person Specification

Learning Resource Assistant

Team: Digital & Learning Resources

Reports to: Librarian

Location: West Durrington

Job Purpose

The College's Learning Resource Centres provide resources for guided, student-centred learning. Designed to facilitate flexible course delivery, they provide extensive Library and ICT facilities, housing dedicated resources and materials for specialist subjects and functional skills. The Centres offer learning materials in print, electronic and multimedia formats, providing an environment for individual work, group work, research, the practice of skills, the provision of evidence and assessment. They embrace all aspects of Information Literacy and Learning Technology.

The Learning Resources staff are responsible for maximising the effectiveness of the resource-based Learning Centres, supporting and assisting students, organising, developing and promoting resources, in consultation and cooperation with Course teams, and facilitating user education and induction sessions

Key Responsibilities

- Supervise and assist students in their use of resources including library and IT facilities
- Promote use of the library catalogue and digital resources to develop research skills and guide students in their use of systems and applications
- Facilitate inductions for new students in use of the centres and resources (in print and digital formats)
- Ensure efficient running of the Learning Resource Centres including routine library circulation tasks, processing and organising library resources including for careers and e-learning operations

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- Maintain accurate, up-to-date records of Centre usage and ensure reasonable access arrangements for all students requiring study spaces or computer facilities
- Facilitate the assessment of students in conjunction with academic staff and maintain student records where appropriate
- Encourage students to utilise the autonomy which the Centres provide over the content and pace of their learning programme and monitor usage patterns
- Promote, monitor and assist with student access to and use of the College's virtual learning environment (VLE)
- Control usage of the library collection, IT equipment and stock and monitor resources to prevent theft or damage
- Provide first line support for users in the use of all equipment in the learning centres including printers, software packages, digital learning environment and applications
- Promote information retrieval through developing and organising the display and storage of the library collection and learning materials including both print and digital
- Provide assistance with researching and develop learning materials (including digital format) to support students and academic staff
- Contribute to and assist with development and uploading of content to the College's virtual learning environment and library management systems
- Handle enquiries/bookings and assist in the promotion, arrangement, content and delivery of resource-based & software workshops, demonstrations and support sessions
- Help to identify, develop and organise supplies of relevant learning materials to support centre activities and enhance learning
- Collect payments for items on sale and library fines as appropriate maintaining accurate records
- Raise purchase orders and process receipts for the acquisition of resources as appropriate
- Maintain a secure student assignment submission system liaising with course teams. Promote and assist the submission of digital assignments

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Role Context

Chichester College Group expects staff to:

- Work within the context of the Group's core values, code of conduct, quality requirements and continuous improvement ethos.
- Undertake their duties in accordance with Group policy and procedures, particularly with respect to:
 - Human Resources policies and procedures;
 - Equality, diversity and inclusion policies and procedures;
 - The Group's health and safety policies and procedures;
 - Safeguarding and Prevent;
 - The Group's policy on the confidentiality of data stored electronically and by other means in line with data protection legislation.
- Keep abreast of developments in their own area of expertise and undertake staff development opportunities where identified and approved, subject to funding.
- Support and uphold the Group's environmental sustainability commitment and work towards helping the Group achieve net zero carbon emissions.

Evening and weekend work may be required.

You may be required to undertake such duties as may be reasonably required of you commensurate with this grade.

Work outside the Group must not interfere with the effective delivery of your duties. Additional work requires approval by the Chief Executive Officer.

Other supporting information can be found on the Group's website.

This job description is current at the date shown below. It is liable to variation by management in consultation with you to reflect or anticipate changes in, or to, the job.

Criteria	Essential/ Desirable	Assessed
Experience		
Previous experience in a library/learning resource centre	Essential	Application Form/ Interview/ Assessment
Experience of working in the education sector in both HE and FE	Essential	
Experience of with library management or digital learning systems	Desirable	
Use of both PCs and Macs and creative software	Desirable	
Knowledge		
Knowledge of basic PC/Mac applications with the ability to adapt to new software applications and digital learning resources	Essential	Application Form/ Interview/ Assessment
Familiarity with use of computer based circulation and catalogue systems	Essential	
Qualifications		
Educated to Level 3 or above including English and Maths GCSEs	Essential	Application Form/ Certificates
Level 2 or above qualification in IT	Desirable	
Skills and Abilities		
Good ability using the Google Suite for Education	Desirable	Application Form/ Interview/ Assessment
The ability to work with and assist students and demonstrate the use of software applications	Essential	
Excellent customer service skills	Essential	
Attributes		
Commitment to a high standard of user-focused service delivery	Essential	Interview
Commitment to a high standard of user-focused service delivery	Essential	
Other Requirements		
Satisfactorily meeting the Group's employment checks - a Disclosure and Barring Service Check (including any relevant overseas checks), health assessment, references, qualifications and legal entitlement to work in the UK	Essential	Checks and Clearances

Terms and Conditions of Employment



Any appointment is subject to the Corporation's terms and conditions of service.

Working hours per week:	15
Working weeks per year:	38 working weeks, paid for 43 weeks to include holiday entitlement and pro rata entitlement for Bank Holidays.
Salary range:	Pro rata of £19,098 per annum (i.e. £6,384)
Salary progression:	Salary progression is achieved through annual increments, in accordance with the Group's Performance Management Scheme.
Holiday entitlement:	The annual leave year runs from 1 January to 31 December. 22 days pro rata per annum and this is factored into your salary payment. In addition, the days between Christmas and New Year are not deducted from your leave entitlement.
Holiday restrictions:	Leave cannot be taken on certain days designated by the Group, e.g. development and administration days. Leave is to be agreed in advance with the line manager. Staff supporting teaching and learning cannot take leave during term time.
Pension scheme:	Permanent and fixed term staff (regardless of how many hours they are contracted to) are automatically opted into the Local Government Pension Scheme unless they elect to opt out of the pension. The Group contributes to this scheme and the employee contribution is determined by the level of actual pensionable pay and the guidelines given by the LGPS. Alternatively the employee may opt out within the first 3 months of employment.
Term time only:	Salary payments will be paid in 12 equal instalments over the year into a bank account.
Salary on leaving:	In the event that your employment is terminated by either yourself or the Corporation, your final salary will be recalculated based upon the anniversary of the date that you commenced in post and the number of working and non-working weeks from that date to your leaving date. If, on the termination of your employment, the number of non-working weeks exceeds the accrued entitlement to paid holiday up to the leaving date, the Corporation will be entitled to deduct the excess from any sums due to you, including payment of salary. If, on the other hand, your non-working weeks are less than the entitlement due to you at the leaving date, the Corporation will pay you the appropriate sum in lieu thereof.