

## **JOB DESCRIPTION**

JOB TITLE:	Learning and Assessment Centre Advisor
DIRECTORATE:	Quality and Learning
RESPONSIBLE TO:	Director of Teaching, Learning and Quality
RESPONSIBLE FOR:	No Subordinate Staff
PURPOSE OF JOB:	The aim of all the Learning and Assessment Centre Advisor post holders will be in supporting the work of the Assessment and Learning Centre Coordinator in the provision of a high quality and learner-focused facility, providing learning support and assistance to all learners and staff as required, both individually and in groups. This will involve utilising learning resources and ILT through online, flexible and independent learning methods.

### **MAIN TASKS AND RESPONSIBILITIES:**

- 1. Main Duties**
- 2. Other Duties and Responsibilities**
- 3. General Responsibilities**

#### **1. Main Duties**

- 1.1 Effectively perform Assessment and/or Learning Centre duties as may be reasonably requested by the Assessment and Learning Centre Coordinator/Director of Teaching, Learning and Quality
- 1.2 To assist with computer and clerical procedures necessary for the efficient running of the Assessment and Learning Centres
- 1.3 To support students and other users in gaining access to information and to facilitate their use of teaching and learning resources held by the Assessment and Learning Centres

## **2. Other Duties and Responsibilities**

- 2.1 Be familiar with the full range of electronic and paper based learning materials available to all learners and to staff and to contribute to the development of the Assessment and Learning Centre facilities and service
- 2.2 To be familiar with, or gain an understanding of the Library management system (LMS)
- 2.3 To respond to user enquiries in order to support and enable all learners to access the resources/learning packages and information most suitable for their needs and to challenge them to achieve academic excellence
- 2.4 Ability to process books, DVD and CD resources accurately
- 2.5 Support and facilitate learners own development of their independent learning and research skills such as advice on Internet use, in online databases and other resources eg the VLE
- 2.6 Develop a range of guides, worksheets and online materials to support learners
- 2.7 To undertake such other duties commensurate with the grade of the post as may reasonably be required by the Head of Teaching and Learning.

## **3. General Responsibilities**

- 3.1 Contributes to the attainment of the College's strategic objectives, as appropriate
- 3.2 Complies with all College policies, practices and procedures
- 3.3 Takes responsibility for safeguarding and promoting the welfare of children
- 3.4 Takes responsibility for personal development, attend conventions, conferences and other similar activities and updating events
- 3.5 Participates in and promote the Staff Development and Appraisal schemes

Undertakes such duties as may reasonably be required commensurate with his/her grade and general level of responsibility at his/her initial or present place of work, or any other establishment for which the College provides services.

In consultation with the post holder this job description is liable to variation by College Managers to reflect or anticipate changes in the College's requirements.

# **PERSON SPECIFICATION**

**JOB TITLE:** Learning and Assessment Centre Advisor

**DIRECTORATE:** Quality & Learning

**Information for candidates:**

The person specification provides an outline of the experience, skills and abilities we expect the successful candidate to possess. You should match your own skills, experience, and abilities to those listed below.

Applications from people with disabilities will be assessed based on the specification criteria to carry out the duties of the post.

<b>Criteria</b>	<b>Essential</b> Where Relevant	<b>Desirable</b> where relevant
<b>Skills and Abilities</b>  1. Good general IT skills eg ECDL 2. Good information retrieval skills 3. Excellent communication skills, (written and oral)	√	√ √
<b>Experience</b>  1. Previous experience in library work or previous experience of customer service work with the public, especially young people 2. Work with IT.	√	√
<b>Education and Qualifications</b>  1. Good general education (5 GCSE grades A-C minimum) 2. Good General Knowledge and an interest in current events.	√  √	
<b>Other</b>  1. Pleasant approachable personality with a 'can do attitude' 2. Understanding and sympathy with young people 3. Good team player, punctual, reliable and flexible 4. Accurate, methodical, excellent	√  √  √  √	

<p>attention to detail</p> <p>5. Reasonable level fitness</p> <p>6. Able to use own initiative, work under pressure and prioritise</p> <p>7. Have a keen interest in up and coming technologies</p> <p>8. Candidates will take responsibility for safeguarding and promoting the welfare of children and will therefore be suitable to work with children</p>	<p>✓</p> <p>✓</p> <p>✓</p>	<p>✓</p>
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