



JOB DESCRIPTION

JOB TITLE: Learning Resource Centre Assistant

SECTOR: Quality Unit

GRADE: Scale 4

DIRECTLY RESPONSIBLE TO: Learning Resource Centre Manager

DIRECTLY RESPONSIBLE FOR:

Purpose of Job: The College is committed to providing high quality education and training for all. It is intended that the Learning Resource Centres (LRCs) and Libraries, continue to evolve in their key role of promoting learning for all students and staff within the College. The Learning Resource Centres encompass digital and paper based resources which support teaching and learning. The LRC staff will be instrumental in assisting staff and students to access the range of services available. The staff will also assist in the development of new learning resources to ensure a responsive service is offered and maintained.

Main Responsibilities and Duties:

1. Promote to Students and Staff the resources of the LRCs and Libraries both in terms of paper and digital resources.
2. Work closely with the Learning Resources Manager and the LRC team to develop the LRC and libraries in accordance with best practice in the field and College needs.
3. To undertake daily counter routines as appropriate.
4. To ensure that all stock is returned to the correct place and kept in good order and condition.
5. To prepare new materials for stock, including the checking of invoices and orders.
6. Work in a flexible manner to support the LRCs and libraries and maximise opening times and development of a range of services.
7. Assist students and staff (both individuals and small groups) to access the range of resources and services offered by the LRCs and libraries.
8. Supervise students in the LRCs and libraries and maintain an appropriate LRC environment.
9. Offer a high standard of customer service and a proactive, responsive approach to LRC and library users.
10. Contribute to the development, design and implementation of an induction programme for staff and students.
11. Assist staff with access to resources and the development of ILT resources, e.g. locating resources, word processing relevant documentation, uploading files to the Virtual Learning Environment and providing support and advice on relevant resources.
12. Support the delivery of LRC, ICT, ILT and VLE related staff development.
13. Collect data and report on relevant usage relating to the LRC, libraries, ILT, and Virtual Learning Environment Services.
14. Update and develop the LRC's social media outlets creatively and in line with current trends.
15. Fulfil any other duties as may be required from time to time.
16. Promote and adhere to the College Policy relating to Health and Safety at Work, COHSE regulations and other safety matters.
19. To be fully aware of and comply with the College's policy on Equality and Diversity.
20. To actively contribute to the College's safeguarding children and safeguarding vulnerable adults' agenda.
21. Promote and actively support the College's Equal Opportunities Policy (Equality and Diversity / Race Relations Policies).

Working Hours

The post holder will be expected to work such hours as are stated in the contract of employment. The post holder may from time to time be required to work Saturday or a Sunday, in which case time off in lieu will be given during the normal working week.

The post holder will be expected to work such hours as are stated in the contract of employment. Your pattern of work will need to be flexible and will therefore vary from time to time. Evening work will be required. In normal circumstances where you work beyond your contracted number of hours, time off in lieu may be given.

Training

The College wishes to encourage support staff to increase their skills and qualifications, for the benefit of the individual and the College. The post holder may therefore, at the discretion of management, be required to undertake training and development appropriate to present and future needs of the College.

All staff will be required to participate in an annual staff development review.

PHYSICAL CONDITIONS

The post is located at Deane Road however, the College is multi-site, and some movement between other sites may be necessary.

Probationary Period

If the post holder is a new employee to the College, the first 9 months of employment will be a probationary period, during which the suitability of the post holder for the position will be assessed. The Corporation reserves the right to extend the probationary period, if, in its opinion, circumstances so require. During the probationary period, the employment may be terminated either by the post holder or by the Corporation on giving written notice of one month. The Corporation's Disciplinary Procedure will not apply during the probationary period.

Appraisal

The post holder will be required to participate in a staff appraisal scheme approved by the Corporation.

In the interests of Health & Safety, smoking is not permitted in Bolton College.

JOB DESCRIPTION PREPARED BY: Learning Resource Centre Manager

DATE: September 2017