

JOB DESCRIPTION

Post: Learning Resources and Skills Team Leader

Responsible To: Head of College Services and Support or SLT member

Summary of Post: To lead a Learning and Skills Coach and Learning Resources team to provide a strong customer service and ensure students receive excellent access to relevant resources for learning and a comprehensive learning and skills offer including English, Maths, Study and digital skills to support their learning and progression.

Specific Duties:

1. To lead a learning and skills team that promotes the high expectations of staff and students leading to high standards of behaviour, attitudes, and promotes equality, diversity and inclusivity.
2. To provide a strong customer service to meet the requirements of staff and student enquiries and assist with college wide events such as (but not exclusive to) applicant events, enrolment, examination days, parental engagement events, results day and celebration activities.
3. To lead and support a team of staff delivering the learning and skills offer in a portfolio of the following areas enabling students to be supported to maximise their learning, build independence and develop the skills for their future careers:
 - English and Maths skills
 - Use of digital technologies, skills and resources for their sectors and for future employment
 - Use of assistive technologies effectively for learning
 - Study skills to enhance the student academic learning programme

4. To lead a team of staff to deliver the following learning resources service for students:
 - To maintain, review and replace LRC resources such as (but not exclusive) books, e-books, e-resources, journals, magazines, and ensure these reflect the learning resource requirements of curriculum.
 - To help maintain a positive learning environment in the Learning Resource Centre.
 - To work with departments to promote events and progression for students.
5. To work collaboratively with curriculum teams to ensure the learning and skills coaches are scheduled effectively to enhance the students programme of learning.
6. To guide and support a team of Learning and Skills Coaches to record sessions appropriately to meet data requirements in line with EKC Group policies and procedures.
7. To work closely with the Head of Student Services and Support coordinate and organise laptops and devices that students are entitled to are distributed with a clear introduction to the key functions and tools available to enhance learning.
8. To work closely with the Head of Student Services and Support/College Services Manager/SLT to evaluate the quality of service and constructing area improvement plans for Learning.
9. To ensure staff have the support and development to excel in their roles through monthly My Progress Reviews and the opportunity to engage in well-being activities.
10. To participate in the appointment of department staff following the associated recruitment policies and processes and ensure they are fully supported through the staff induction period as well as throughout their roles.

General Duties and Responsibilities:

1. To participate in the staff support & development scheme and to undertake training based on individual and service needs.
2. To take a lead in creating or to promote a positive, inclusive ethos that challenges discrimination and promotes equality and diversity.
3. To comply with legislative requirements and College policies and guidelines in respect to health & safety and data protection.
4. To demonstrate positive personal and professional behaviour as specified in the Staff Code of Conduct.
5. To undertake continuing professional development to support our culture of continuous improvement.
6. To partake in quality assurance systems.
7. To meet minimum relevant occupational standards.
8. To keep up to date with the skills required to fulfil the role.
9. To undertake any other duties commensurate with grade as may be reasonably requested.
10. You will be responsible for protecting staff and learners from all preventable harm as per Safeguarding procedures.

Please note:

This job description is a guide to the work you will initially be required to undertake. It summarises the main aspects of the job but does not cover all the duties that the job holder may have to perform. It may be changed from time to time to meet changing circumstances.

It does not form part of your contract of employment and as your experience grows, you will be expected to broaden your tasks, suggest improvements, solve problems and enhance the effectiveness of the role.

| | EMPLOYEE SPECIFICATION | Application | Interview | Shortlisting Weighting |
|-------------------|---|-------------|-----------|------------------------|
| Skills | | | | |
| 1. | Excellent oral and written communication skills to provide an outstanding customer service | ✓ | ✓ | 6 |
| 2. | Evidence of the ability to liaise effectively with wider teams to improve the student experience and provide an excellent customer service | ✓ | ✓ | 4 |
| 3. | Demonstrable evidence of effective organisational skills and working to tight deadlines | ✓ | ✓ | 6 |
| 4. | Evidence of successful performance management of staff | ✓ | ✓ | 4 |
| 5. | Ability to effectively use IT, Microsoft assistive and digital technologies. | ✓ | ✓ | 6 |
| 6. | Evidence of recent and continuing professional updating, using a variety of methods and means, culminating in a well-planned and executed personal CPD plan | ✓ | ✓ | 4 |
| 7. | Actively contribute to the College's Safeguarding practice, procedures, culture and ethos | ✓ | ✓ | 6 |
| Experience | | | | |
| 1. | Experience of building and leading teams and the ability to influence others to achieve goals | ✓ | ✓ | 6 |
| 2. | Minimum 2 years' experience of successful planning and delivery of learning skills to support the academic or digital development of students | ✓ | ✓ | 6 |
| 3. | Experience of working across curriculum teams to contribute to a wider offer to benefit students | ✓ | ✓ | 6 |
| Education | | | | |
| 1. | Maths Level 2 (e.g. equivalent to GCSE grade C or above) | ✓ | | 6 |
| 2. | English Level 2 (e.g. equivalent to GCSE grade C or above) | ✓ | | 6 |
| 3. | Level 2 IT Qualification or evidence of working at this level | ✓ | | 4 |

Advice to candidates

This post is subject to an enhanced disclosure from the Disclosure and Barring Service.

In completing your application, please draw attention to the extent to which you meet each of the criteria in the person specification marked as being assessed at application stage. Please use examples of where you have demonstrated the criteria with as much detail as possible to assist in the shortlisting process.

The shortlisting weighting indicates which criteria are the most important to the recruiting manager:

- 6 Minimum/critical - criteria which is essential for the role i.e. it would be extremely difficult for the person to carry out the role without already having these essential skills, experiences or qualifications.
- 4 Important - criteria that would be significant to the candidate being successful in the role. These may be skills, experiences or qualifications that have substantial meaning for the role but could be supported or taught on the job.
- 2 Other relevant - It would be great if the candidate had, but is not expected to be shortlisted.

Failure to meet all of the minimum/critical criteria would not necessarily preclude your application. Consideration will be given to experience and life skills. Continual Professional Development will be supported and encouraged.

Please be aware should we have a large number of applications for any of our roles we may complete the shortlisting of candidates based on the minimum/critical criteria only.