

Job Description and Person Specification



I-Learn Assistant

Salary:	£17,881- £20,172pa inclusive
Hours:	36 hours per week for 40 weeks per year
Leave:	This post is term time only, all leave should be taken when the College is not in session.
Reports to:	e-Learning Development Manager
Works closely with:	Students College staff including teachers, premises staff, IS technicians and Learning Resources Centre staff
Location:	This post will initially be based at the Main Campus, Isleworth

The purpose of the post is: to support students' independent learning by working with curriculum teams to deliver Independent Learning.

The main duties and responsibilities are to:

1. Provide support for students who are timetabled for independent learning (I-Learn), including the timely completion of class registers and liaison with curriculum staff to ensure that independent learning is fully supported.
2. Support and advise students and staff in the use of the Learning Resources Centre including text-based resources, audio/visual, and e-resources.
3. Deliver induction sessions and follow up support, assisting students and staff to explore paper based and electronic learning resources, including multimedia, online databases, intranet and VLE.
4. Assist colleagues to further develop and promote the use of e-resources and non-traditional forms of learning.
5. Maintain a productive environment for learning by keeping spaces tidy and equipment running well; and encouraging positive student behaviour by skillfully managing inappropriate behaviour, in line with agreed guidelines and procedures and in conjunction with teaching staff and other colleagues.

Other duties:

6. Carry out administrative tasks commensurate with role, following established systems and procedures and using relevant IT packages.
7. Provide cover for other i-Learn Assistants and undertake duties in the Learning Resources Centre
8. Have a clear understanding of, and deliver services within the framework of relevant legislation, such as Health and Safety, Copyright, Data protection and Freedom of Information.
9. Work towards Quality Assurance targets and participate in the annual review and monitoring cycle.
10. Carry out any broadly comparable duties which may from time to time be required
11. Work flexible annualised hours in accordance with operational requirements.
12. Promote a positive image of the College in all contacts with students, employers and professional bodies
13. Adhere to and comply with the College Financial Regulations
14. Undertake any training necessary to meet the demands of the post
15. Undertake additional duties at enrolment, open days, awards' ceremonies and examination times as required.
16. Carry out any other reasonably comparable duties that may be required from time to time.

Person Specification

Please study the items in this person specification carefully and when completing your application form try to describe your knowledge, skills and experience in terms of those particular items:

1. Experience of working in a Learning Resources Centre information desk or in a customer services environment.
2. Good standard of general education and/or vocational education including Level 2 English and maths.
3. Have, or be working towards, the Award in Preparing to Teach in the Lifelong Learning Sector (AET).
4. Competent in the use of ICT and the internet. Experience of a word-processing package and spreadsheet package is required (the College uses MS Word and Excel).
5. Good organisational skills and able to demonstrate a systematic approach to tasks which are subject to deadlines.
6. Excellent written and oral communication skills.
7. Good interpersonal skills and enjoy working as part of a team.
8. Proactive and flexible attitude to work, willing to implement new systems and technology.
9. Able to undertake regular evening work.
10. Have an awareness and understanding of the Prevent and Safeguarding initiatives.
11. Have an awareness and understanding of equal opportunities, Health & Safety and Data Protection legislation.

Equality and diversity

West Thames College champions excellence, integrity, equality and respect.

This means we aspire to the highest achievements for our students and the best possible working environment for our staff.

The whole college community - women and men, younger and older, from different, social and ethnic backgrounds, a variety of faiths, cultures and languages, lesbian, gay and straight, disabled and non-disabled – we are all treated with the same respect and entitled to the same chances to succeed.

We champion diversity because we know that a rich mix of people makes the college a more productive and creative place to study and work.

And we champion equality because it is the right thing to do.

Closing date: 12pm – 16 July 2018
Reference No: 3LER
Interview date: 23 July 2018

Conditions of Service

Contract:	Permanent 36 hours per week for 40 weeks per year
Salary:	£17,881- £20,172pa inclusive Please note the salary range for this post is points 21 – 25 on the Support Staff scales. Progression up the incremental pay scale is automatic and awarded on 1 April annually. New entrants are placed on point 21 Where there is evidence of current earnings in excess of point 21, the applicant may be placed at the salary point higher than their current salary
Pension:	Staff are entitled to participate in the Local Government Pension Scheme subject to its terms and conditions.
Hours:	36 hours per week for 40 weeks per year
Probation:	Employees who commence their employment between 1 September and 31 May inclusive will be subject to 26 weeks probation before their employment can be confirmed as permanent. Employees, who commence their employment between 1 June and 31 August, and those with term time only contracts, will be subject to 36 weeks probation period before their employment can be confirmed as permanent. The extended period of probation is ensure that there is an adequate period of “normal” working during which to provide support and assess an employee’s performance.
Disclosure	The post will be offered subject to an enhanced Disclosure satisfactory to West Thames College which will be conducted by the Disclosure and Barring Service.