

Post Title:	Learning Technology Facilitator
Place of Work:	The role is based at Hadlow and Tonbridge, but the nature of the work may require travel to any of the College sites as required.
Hours of Work:	37 hours per week (Monday to Friday), 40 weeks per annum (term time)
Salary:	Tier 5
Responsible to:	LTC Manager
Responsible for:	Delivering an efficient and effective service to students and staff within the Learning Technology Centres.

Summary:

Based in the LRC, working under the direction of the Library Manager to support staff and students with use of IT and promote the use of innovative learning technology solutions to aid teaching and learning.

In addition to supporting the day to day users of the Learning Resource Centre using the facilities, the role involves one to one support and some group sessions supporting staff and students with learning technologies, platforms and productivity software (e.g. Microsoft Office).

Duties, Responsibilities and Accountabilities:

- Working with other team members to support the day to day supervision of students using the Learning Resource Centre resources and facilities.
- Advising students on using the Library catalogue, e-resources and LRC facilities.
- General clerical/administration support for the Learning Resource Centre.
- Support staff and students with the use of Learning Technology resources and services.
- Develop the skills of staff and students across a range of software packages (including Microsoft Office) and learning technologies.
- Creation of digital content and materials to support learning.
- Support the Learning Technology Officer and Library Manager to ensure the service offered to staff aids productivity and enhances the delivery of teaching and learning.
- To undertake other reasonable duties as may be determined from time to time by management.

All employees of the College are expected to work in such a way that delivers the following behaviours:

1. Customer focussed, through a "can do" attitude.
2. Consistent and reliable.
3. Has a collaborative, supportive and tolerant approach.
4. Reflective, and embraces new initiatives in order to improve performance.

These behaviours will form part of the criteria within the Appraisal process.

PERSON SPECIFICATION

CRITERIA	ESSENTIAL √	DESIRABLE √	ASSESSED BY (Application, Task, Interview)
(1) Qualifications:			
Minimum 5 GCSE grade C (or equivalent), including English & Maths	√		Application / Interview
Relevant IT qualification		√	Application/ Interview
(2) Knowledge to include:			
A current and working knowledge of IT, the Internet and a variety of software packages	√		Application/ Task / Interview
Previous experience in Learning Resources or Library work		√	Application/ Interview
(3) Experience to include:			
Experience of working with young people	√		Application/ Interview
Evidence of working effectively to produce/assist in the production of materials across a range of subject areas		√	Application/ Interview
Experience of working with online learning platforms/VLEs (e.g. Moodle/Canvas, etc.)		√	Application/ Interview
Experience of supporting others with IT systems/software		√	Application/ Interview
Experience of online content authoring tools (articulate/captivate/HP5, etc.)		√	Application/ Interview
(4) Skills and Attributes to include:			
Excellent interpersonal and communication skills including the ability to relate to students and motivate them in their studies	√		Application / Task / Interview
Positive attitude and the flexibility and capacity to cope with a varied customer base	√		Application / Task / Interview
Ability to work in a team and foster excellent working relationships with staff and students	√		Application / Task / Interview
The ability and willingness to learn new software packages and technologies	√		Application / Task / Interview

General:

The job description sets out the main duties of the post at the date when it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

All staff are expected to be professional, co-operative, and flexible within the needs of the post, their team and the College and to comply with the College employment policies and procedures but in particular the Code of Conduct, DBS, Health & Safety and Data Protection Policy, which can be located on the College StaffNet system or via the HR Department.

Please sign as confirmation of your understanding and acceptance of the role. You should retain one copy for your records and return one copy to the HR Department.

Sign: _____

Print: _____

Date: _____