

JOB DESCRIPTION

Team Leader for Learning Resource Centre



INTRODUCTION

Waltham Forest College is one of London's most successful Colleges and in February 2018 Ofsted judged the College to be 'Good' in all that we do. The College is proud to be described as an 'inclusive college' and having a diverse workforce that mirrors our local community.

From the moment you walk into our spectacular building you can see that this is a college built for success. The College firmly believes that our employees are the heart of the organisation and having the right people in the right place is the key to our success

OUR VISION

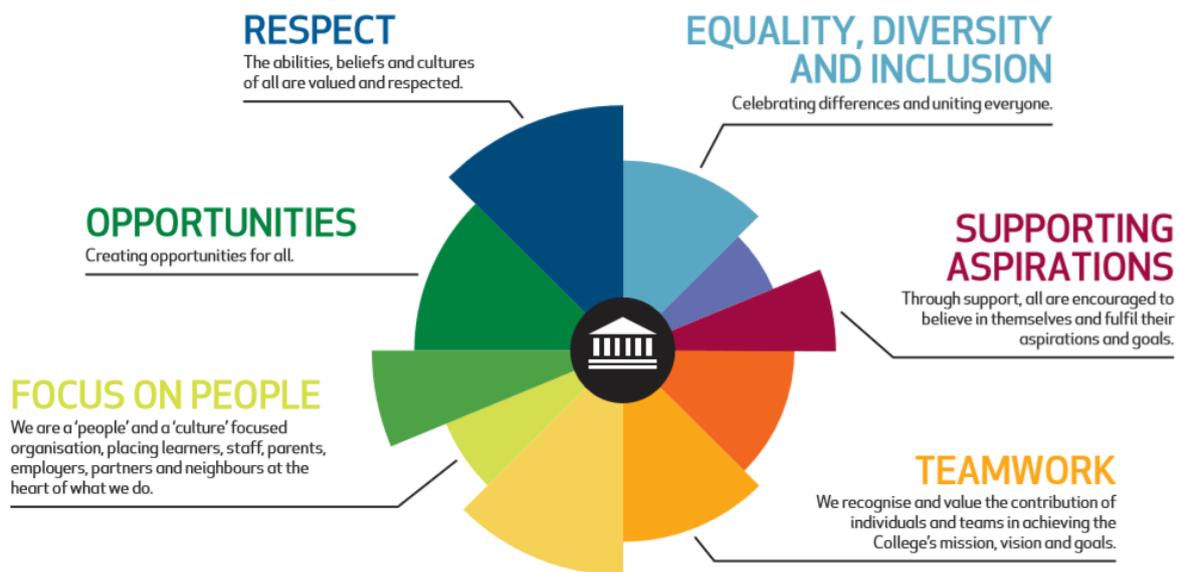
Careers focussed education inspiring learners to create their future.

OUR MISSION

To deliver outstanding technical and professional learning, which raises aspirations, develops skills and creates futures

OUR VALUES

Our organisational values drive the way we interact with each other and influence our people in creating their future.



FURTHER DETAILS

For further details regarding this posts or to speak to our Human Resources team please contact us on 020 8501 8501 or by emailing HumanResources@waltham.ac.uk

JOB DESCRIPTION

This Job Description sets out the organisational position, reporting lines, key accountabilities and relationships.

Post	Team Leader for Learning Resource Centre
Department	Learning Resource Centre
Pay Spine	Support Scale 26 - 29
Post Reports To	Director of Learner Service, Marketing & Communication

POST OUTLINE:

The purpose of this role is to manage and develop a professional and customer focused Learning Resource Centre for students and staff. To support and promote active learning, research skills and independent study.

MAIN TASKS

- To promote the highest possible standards in customer care, equal opportunities and health and safety practices for the benefit of learners and the wider community served by the College.
- To line manage the Learning Resource Centre staff and ensure delivery of efficient, effective and high-quality service that underpins the teaching, learning and assessment of the College.
- To ensure that Learning Resource Centre is a welcoming environment and appropriately stocked with a variety of media which is current and relevant to the curriculum offer.
- Support the delivery of the front of house functions of the College including Reception and provide a core one-stop shop service, contributing positively to the learner experience.
- Promote the highest possible standards in customer care, equal opportunities and health and safety practices for the benefit of learners and the wider community served by the College.
- To safeguard and promote the welfare of children, young people and vulnerable adults served by the College.

JOB ACTIVITIES

- To provide leadership and support to all LRC staff through managing staff, organising workloads, new staff training, induction and appraisals.
- Promote the College policies and good practices in ILT across the Learning Resource Centre.
- To assist in the production of promotional material to raise the awareness within the College of the service and the learning resources that are available including the management of the College library database.

- In consultation with the Director of Learner Services, Marketing & Communication to liaise with academic staff over purchase of learning resources and media for the Learning Resource Centre.
- To be aware, keep up to date and publicise current educational and academic issues both within the College and in a wider educational context.
- To be responsible for monitoring and maintaining statistics and written reports and to contribute to departmental quality procedures.
- Assist the Director of Learner Services, Marketing & Communication in setting targets as part of the college's quality assurance processes.
- To raise purchase orders and process invoices for the Learning Resource Centre and lead on cashing up for fines and print credit.
- To contribute to the achievement of the Departmental Service Standards.
- To undertake the role of Fire Marshal and assist in the safe evacuation of learners, staff and members of the public from College buildings.
- To provide assistance and cover for colleagues as necessary and any other duties that may commensurate with the role.

WALTHAM FOREST COLLEGE COMMITMENTS

Waltham Forest College aspires to be an outstanding College and in recognition of the crucial role that members of staff play, individually and collectively, in achieving and maintaining high standards all employees are required to:

- Be a positive ambassador for the College at all times.
- To adhere to the College's policies, procedures and practices regarding the safeguarding of learners, including attendance at training and updating sessions as required and responding appropriately and supportively to any issues associated with safeguarding.
- Orientate their work towards the needs of students and other customers and the creation of the College as an inclusive learning environment and, in doing so, to seek to ensure that students and all others feel valued.
- Adopt a reflective and self-critical approach to responsibilities and to contribute to the preparation of the local. Self-Assessment Report and for progressing the associated action plans.
- Demonstrate a commitment to the provision (the letter and the spirit) of College policies, codes, procedures and frameworks.
- Undertake continuing personal and work related professional and skills development having regard to the changing demands placed on the College and the impact on specific roles.
- Work collaboratively with colleagues across the College as a whole so as to support the achievement of the College goals.
- Be a positive role model in terms of supporting the College's approach to equality & diversity.
- Understand and actively support the College's approach to health and safety and, in particular, to take into account the duty of care for others and oneself in all day to day actions.
- Support the College's arrangements relating to emergency evacuations and take a proactive role in enabling the buildings to be emptied quickly and safely prior to marshalling students and others at the designated meeting points
- Wear protective clothing to undertake appropriate and specific roles within the College and to comply with safe methods of working.
- Challenge unacceptable behaviour (such as, for example, not wearing College ID, shouting or playing loud music in corridors, spitting or swearing) whilst not putting one's personal safety at undue risk.
- Adhere to the College's approach to no smoking at all times during working hours •
Make an active and positive contribution to team meetings, one to one sessions with line managers and the appraisal process.

- In recognition of the ever changing environment in which the College operates, the contents of this job description will be the subject of regular review in consultation with the post holder

PERSON SPECIFICATION

Team Leader for Learning Resource Centre Essential/Desirable criteria will be identified at*			
	AF	I	A
EDUCATION AND TRAINING			
Good general education (A Level, GCSE equivalent)	E		
Professional qualification or training in IT or Library related field	E		
EXPERIENCE			
Experience of managing staff and resources	E	E	
Experience of working in a supervisory position in a Learning Resource Centre	E	E	
Experience of working with diverse groups	E	E	
Experience of using current IT systems (EG Microsoft Office CD ROMs Internet email)	E	E	E
Experience of working in a Learning Centre or similar educational environment	D	E	
Experience in setting targets and working on as part of the college's quality assurance processes	E		
SPECIAL ABILITIES AND APTITUDE			
Ability to work unsupervised and use initiative		E	
Ability to become fully involved in curriculum development activities with teaching staff	E	E	
Ability to prioritise tasks and manage workload		E	
Ability to work and contribute as a member of a team		E	E
Ability to provide IT/ILT solutions		E	E
Ability to communicate effectively with a wide range of people	E	E	E
Prepared to undertake further training as necessary		E	
OTHER REQUIRMENTS			
Ability to work flexibly (hours and duties)		E	
To possess an approachable nature, tact and diplomacy		E	
To be able to work effectively under pressure		E	
Possession of good inter-personal skills		E	
Commitment to and understanding of equality and diversity issues and experience of promoting equality		E	
Commitment to providing high standards of health and safety for staff, students and others	E		
Ability to establish and maintain effective working relationships with a wide range of clients and outside agencies	E		
Committed to safeguarding and promoting the welfare of children, young people and vulnerable adults	E		

* **Key:** AF = Application Form, I = Interview, A = Assessment