

Job Description and Person Specification

Title Post:	Learning Resource Centre Study Assistant
Responsible to:	Director of Wider Learning, Careers & Partnerships
Job Purpose:	To provide highly efficient support to students wherever it may be required. This will primarily involve providing support to students and managing them in the Learning Resources Centre (LRC). Study Assistants may at times be required to work individually and may be asked to cover lessons in a teacher's absence.

The main activities and responsibilities are to:

1.1 Work in the LRC supporting students in their studies. This will include:

- Managing students and ensuring the LRC maintains a silent, independent, working environment.
- Operating the Library Management System for the acquisition, processing and cataloguing of books.
- Undertaking Help Desk and administrative duties.
- Carrying out general LRC tasks including stock replenishment and shelf-tidying.
- Enabling students and staff to make effective use of print-based and electronic information sources.
- Preparing books and resources for student use.
- Supporting and developing the use of Internet and on-line resources.

1.2 Work in LRC group study rooms (where available) supporting students in their studies. This will include:

- Managing students and ensuring group study rooms maintain a purposeful working environment.
- Assisting students with their study skills.
- Preparing materials and resources to support student in their studies.

1.3 Provide lesson cover where teachers are absent. This will include:

- Managing students and ensuring classes maintain a purposeful working environment.
- Taking a class register.
- Communicating what work has been set by the teacher and collecting the work at the end of the lesson.
- Supporting students in their studies.

- 1.4 Preparing and delivering staff and student workshops.
- 1.5 Preparing and delivering student induction sessions.
- 1.6 Preparing and delivering IT and information skills sessions to students.
- 1.7 Liaising with teachers to pro-actively support curriculum delivery.
- 1.8 Act as a study services champion, to promote and co-ordinate study services across the curriculum.
- 1.9 To undertake other tasks as and when required by the Executive Principal after due consultation.

This job description may not necessarily be a comprehensive description of the post. It may be reviewed and subject to modification or amendment at any time after consultation with the post holder.

2 Person Specification/Selection Criteria

The post-holder will be expected to demonstrate the following attributes:

- 2.1 An understanding of, and support for, the Catholic ethos of the Sixth Forms.
- 2.2 A minimum of two A Levels or equivalent.
- 2.3 The ability to guide and manage individuals and groups of students.
- 2.4 The ability to work independently and to show initiative.
- 2.5 The ability to work collaboratively and to be an excellent team player.
- 2.6 Reliability and stamina.
- 2.7 A knowledge and understanding of IT and applications with regards to student study. Microsoft Office and Office 365 applications such as Word, Excel, Teams, SharePoint.
- 2.8 Excellent organisational skills.
- 2.9 Awareness of the study needs and requirements of 16-19 students and the ability to work positively and proactively with students in this age range.
- 2.10 The ability to communicate effectively with both students and staff and to maintain positive working relationships.
- 2.11 A commitment to Equal Opportunities and the ability to contribute to the implementation of the relevant Sixth Forms policies through the duties of the post.