



Warrington & Vale Royal College

JOB DESCRIPTION

Job Title:	Learning Facilitator
Responsible to:	Learning Support Officer
Accountable to:	Learner Support Manager

Job Purpose

To work closely with Lecturers to ensure a fully integrated approach to supporting individuals or groups of students.

To be flexible and dynamic in responding to individual or groups of students as required.

To provide support for students who require additional learning support due to learning difficulties and/or disabilities to ensure they achieve their qualification aims and reach their potential.

Key Responsibilities

- To provide additional learning support to students ranging from Entry Level to Higher Education.
- To provide appropriate support to students including personal, physical, deafness, sight, dyslexia etc.
- Promote the personal development and independence of learners in an adult setting.
- Provide appropriate personal support for students, maintaining the dignity and self-esteem of the student.
- Supervise the arrival and departure of students who need assistance and deal with transport problems as they arise in liaison with appropriate personnel.
- Adapt learning resources and operate learning aids.
- Undertake training in appropriate skills to help broaden the portfolio of in-house support which is available to students.
- Attend meetings and liaise with colleagues, parents/carers and outside agencies as required.
- Attend regular course team meetings, reviews and contribute to the development and implementation of individual learning programmes.

- Maintain effective records, documents and reports on students' ongoing progression.
- Ensure that learning support is recorded and monitored through EBS Manager.
- Liaise with vocational tutors to plan, deliver and review the level, type and effectiveness of learning support to ensure that support is relevant, appropriate, and useful.
- Continually provide feedback regarding student progress to Progress Coaches, Senior Tutors and curriculum teams.
- Contribute to the monitoring and reviewing of Education, Health and Care plans
- Work and liaise closely with designated curriculum areas, attend meetings and provide feedback and support.
- Contribute to the development of quality systems, policies and practices in the role of a Learning Facilitator.
- Contribute to the development of services as required.
- Represent the College at internal and external events as and when required.
- Work closely with the Progress Coaches, Senior Tutors and curriculum teams to ensure student retention and achievement is maximised.
- To undertake any other duties and responsibilities and/or special projects commensurate with the grade of post, properly directed by the line manager.

Responsibilities Common to all Staff

- To establish, maintain and develop professional working relationships with colleagues.
- Follow all agreed Quality Assurance Mechanisms operating within the College and contribute generally to the establishment and development of a quality provision/service.
- The College operates a Performance Management Review Scheme through which objectives and development plans are agreed. All staff are required to participate in the scheme and, with their manager, are jointly responsible for the completion of agreed actions.
- The College is keen to ensure the health and safety of students, staff and visitors. All staff are responsible for complying with the Health and Safety at Work Act 1974 and ensuring no-one is affected by individual acts or omissions.
- The College aims to be a place in which people can work and study free from discrimination. All staff and students are required to comply with the College's Single Equality Scheme.
- To contribute to the College's Mission, Vision, Values and British Values.
- To be aware of, and responsive to the changing nature of the College and adopt a flexible and proactive approach to work.
- All employees are required as part of their duties to accept responsibility for safeguarding, Prevent and promoting the welfare of children and vulnerable adults.

Review Arrangements

- This job description is not a rigid specification but identifies main responsibilities which will be amended in the light of organisational need and in discussion with the postholder.

PERSON SPECIFICATION

Essential

- Possess a Level 3 qualification and 5 GCSEs (grade A-C) including English Language and Mathematics.
- Hold or be willing to work towards relevant professional qualifications (eg: Learning Support qualifications).
- Ability to support students in an educational setting.
- Demonstrate an understanding of the concept of Inclusive Learning.
- Demonstrate good communication and diplomacy skills.
- Demonstrate a good level of IT skills.
- Ability to construct written reports, documents and produce individual support plans to a high standard.
- To contribute to and maintain College values.
- Must demonstrate suitability to work with children and vulnerable adults.

Desirable

- Hold a First Aid qualification.
- Hold a Full Driving Licence.
- Experience and/or qualifications in a specialist area .
- Proven experience of working as part of a team.
- Learning Support / Teaching Assistant qualification.
- Deafness qualification etc.
- Proven experience of working with people with specific learning difficulties and/or disabilities in education, such as:
 - Specific learning difficulties or disabilities
 - Dyslexic
 - Deaf
 - Partially Sighted