

**As one of the leading colleges in the UK, with significant strengths in health and social care, engineering, creative industries, construction, catering and digital, Northampton College is an inspiring place to work.**

Our students come from all walks of life and so do we. We hire great people from a wide variety of backgrounds, not just because it's the right thing to do, but because it makes our organisation stronger. Why not join our dedicated team as a **Learning Facilitator - Digital and Academic Skills?**

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| <b>Job Title</b>     | Learning Facilitator - Digital and Academic Skills                                                                                                                                                                                                                                                                                                                                                     |
| <b>Ref No.</b>       | ME2526033                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>Department</b>    | Digital and Academic Resource Centre                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Reporting to</b>  | Digital Innovation and Academic Development Coordinator                                                                                                                                                                                                                                                                                                                                                |
| <b>Location</b>      | Northampton, Booth Lane Campus                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Salary</b>        | In the range of £30,715 - £33,949 per annum<br>Starting salaries will normally be aligned with the first point in the grade for the role. Only in exceptional circumstances, as determined by the College, will appointment to a higher point be considered. If you have any queries regarding the College's policy on this, please contact the recruitment team prior to submitting your application. |
| <b>Hours</b>         | 37 hours per week, 52 Weeks per year                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Contract Type</b> | Permanent                                                                                                                                                                                                                                                                                                                                                                                              |

**We are committed to the safeguarding and welfare of all our students, we follow safer recruitment statutory guidance (Keeping Children Safe in Education).**

**If you are successful, you will be required to complete thorough pre-employment checks, including an enhanced DBS check and satisfactory references. All applicants must have the right to work in the UK at the time of application, as the College does not hold a sponsorship license.**

## REWARDS AND BENEFITS

As well as a great salary and friendly team you will also receive:

- ▶ 35 days pro rata annual leave, comprising 24 personal days, pro rata (1 September – 31 August), including 8 bank holidays and 3 closure days. The College reserves the right to designate up to 3 closure days per holiday year
- ▶ Discounts through membership of the NUS and Blue Light Card - ranging from Amazon Prime to eating out, fashion, beauty, entertainment and more.
- ▶ Eligible to join the Local Government Pension Scheme (a defined benefit scheme including an employer contribution rate of 22%)
- ▶ Access to continued professional development
- ▶ Free parking and access to electric vehicle charging
- ▶ Multi gym and sports hall
- ▶ Confidential Employee Assistance Programme, offering a confidential phone line, a website and a downloadable app
- ▶ Access to the College's Wellbeing Hub
- ▶ Enhanced family friendly policies
- ▶ Generous sick pay and compassionate leave scheme
- ▶ Discounted hairdressing and beauty therapy treatments in our training salons (The Salon NC).



# Job Description

## Role Purpose

To support the delivery of an innovative and inclusive Digital and Academic Resources Centre (DARC) service across the College that meets the needs of all users. To provide services that support student learning through delivering high quality advice and guidance in accessing learning resources in various formats, including the use of digital platforms. To support a range of initiatives that develop students' digital, informational and study skills.

## Main Duties and Responsibilities

1. To deliver the Digital Skills programmes to groups of students.
2. To provide group and one-to-one sessions to students to facilitate their independent learning and research. For example, sessions on assignment writing, note-taking and Harvard Referencing.
3. To provide support to students and staff in the use of a range of physical and electronic resources provided by the Digital and Academic Resource Centre (DARC) through inductions and the enquiry service.
4. To provide support to students and staff in the use of a range of standard software and technological applications.
5. To contribute to the provision of a range of extensive, up-to-date and accessible resources for learning. For example, editing the format and accessibility of printed booklets.
6. To work under the direction of the Digital Innovation and Academic Development Coordinator to maximise the integration of digital and academic skills into the broader curriculum.
7. To promote high standards of behaviour by creating a purposeful, positive and supportive learning environment, addressing behaviours that fall below the required standards.
8. To help guide and advise users on a range of digital resources and equipment, including virtual learning environments, digital platforms, eBooks, the College's Digital and Academic Resources Centre (DARC) website and other educational technologies.
9. To assist in the efficient day-to-day running of the Digital and Academic Resource Centres (DARC), implementing systems and procedures that ensure effective customer service, including staffing the information and issue desk, providing an enquiry service and using the Heritage Library Management System.
10. To maintain contemporary knowledge of Digital Skills and Academic Resources in Further and Higher Education.
11. To carry out examination invigilation duties as required.

# Person Specification

|                   | Essential                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Desirable                                                                                                                                     |
|-------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Education</b>  | <ul style="list-style-type: none"> <li>English and maths GCSE grade C/4 or above/willingness to obtain, or equivalent skill level</li> <li>Degree</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                               |
| <b>Knowledge</b>  | <ul style="list-style-type: none"> <li>Knowledge of the study skills required for successful academic attainment</li> <li>Knowledge of digital and academic learning resources</li> <li>Understanding of the range of strategies and associated resources that can effectively develop learning skills in a diverse range of students</li> <li>Understanding of, and commitment to, the principles of equity, inclusion and belonging</li> <li>Understanding of the principles of safeguarding young people and vulnerable adults in an educational setting</li> <li>Understanding of the principles of data protection</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                   | <ul style="list-style-type: none"> <li>Understanding of library/Digital and Academic Resource Centre (DARC) procedures and systems</li> </ul> |
| <b>Skills</b>     | <ul style="list-style-type: none"> <li>Ability to deliver study skills to support independent learning</li> <li>Ability to deliver Digital Skills Development</li> <li>Ability to engage students with their learning</li> <li>Ability to effectively communicate in writing, verbally, and through active listening with a diverse group of colleagues, students and stakeholders</li> <li>Ability to respond to and effectively diffuse challenging situations</li> <li>Enthusiastic, motivated and committed to supporting young people</li> <li>Ability to use a range of Information Technology (IT)/Information Communication Technology (ICT) systems and educational platforms, including Microsoft Word, Excel, and Outlook</li> <li>Ability to manage and prioritise multiple tasks through to completion within prescribed deadlines</li> <li>High levels of attention to detail and accuracy</li> <li>Ability to provide a responsive and professional level of customer service at all times</li> </ul> |                                                                                                                                               |
| <b>Experience</b> | <ul style="list-style-type: none"> <li>Experience of working with a wide range of digital and academic learning resources</li> <li>Experience of working with or supporting young people</li> <li>Experience of delivering high levels of customer service</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | <ul style="list-style-type: none"> <li>Experience of working within an educational setting</li> </ul>                                         |
| <b>Attributes</b> | <ul style="list-style-type: none"> <li>Strong work ethic: exhibits dedication and diligence in carrying out responsibilities with a commitment to excellence</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                               |

|  | Essential                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Desirable |
|--|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|
|  | <ul style="list-style-type: none"> <li>• Collegiate: works well within a team environment, cultivating a collaborative and cooperative approach</li> <li>• Enthusiastic and innovative: displays a positive attitude and creative mindset, contributing fresh ideas and solutions</li> <li>• Adaptability and reliability: adapts easily to changing situations and is dependable in fulfilling commitments</li> <li>• Priorities the needs of the team, customer, and the organisation</li> <li>• High degree of integrity and honesty</li> <li>• Empathetic: demonstrates thoughtfulness towards others</li> <li>• Resilience: able to recover from setbacks quickly</li> <li>• Self-motivated: demonstrates initiative, positivity, and a proactive approach</li> <li>• Positive role model for students</li> </ul> |           |



## GENERAL

**You will be required to undertake such other duties appropriate to the grade and nature of the work as may reasonably be required of you. Therefore, the list of duties in this job description should not be regarded as exclusive or exhaustive.**

Your duties will be set out in this job description but please note that the College reserves the right to update your job description from time to time to reflect changes in, or to, your job.

Significant permanent changes in duties and responsibilities will require agreed revisions to be made to this job description. You will be consulted about any proposed changes via either collective or individual consultation.

You will be required to have a flexible approach to work, working outside your normal working pattern when reasonably required to do so, including, for example to support College open events. You will have the ability to travel effectively, for example to other College campuses.

You will be required to ensure all safeguarding and student welfare duties and responsibilities are fully met and that you adhere to the relevant College policies and procedures.

You will be required to adhere to, and promote, the College's values of respect for each other, dignity, diversity and equal opportunity, enabling the continual evolution of a culture of inclusion, where diversity and difference is embraced and open, positive discussion is genuinely valued.

You will be responsible for ensuring compliance with the General Data Protection Regulation (GDPR) and for handling all personal data in accordance with applicable data protection laws and College policies and procedures.

You will be required to participate in the College's Employee Performance and Development process and to undertake any professional development activity/training required.

You will be required to fulfil your health and safety responsibilities for your own health and wellbeing and that of others within the College.

