**Team Leader: Learning Resources**

**IT & Learning Resources**

**VBSS21.08**

**1. The Appointment**

College Learning Resources Centres are transforming into digital learning spaces where students use a range of personal and College provided devices to access electronic resources, media and learning systems for research, learning and assessment.

The successful applicant will be confident in the use of technology for learning and understand the needs of students working in a digital learning space. The College wishes to make all learning resources available on-line and promote a shift of emphasis from paper-based to on-line digital resources.

The post-holder will promote, develop and manage the College Learning Resource Centres at the Derby Road site and satellite sites. You should have the ability to manage resource-based learning across the College curriculum and have recent relevant practical experience of resource based learning. A library qualification would be an advantage but is not essential. You should have recent supervisory experience.

You should also have highly developed IT skills; sound management skills; the ability to work as part of a team; excellent communication and interpersonal skills; drive, energy and enthusiasm and a flexible, adaptable and positive attitude.

The role will require you to embed the college’s values; **Respect, Integrity, Collaboration, High Expectations, Responsibility.**

**2. The Post**

* 1. **Main Duties and Responsibilities**

1. To manage and develop the Learning Resource Centres at the Derby Road site and satellite sites.
2. To promote the use of the centres to the appropriate Schools of Learning.
3. To support the managers and staff of the Schools of Learning in providing a comprehensive and appropriate range of resources.
4. To support the Head of IT & Learning Resources in the development of resource based learning across the College.
5. To supervise the day-to-day running and general duties of the Learning Resource Centres. This will include the timetabling of staff ensuring that the centres are adequately covered.
6. To line manage and support Learning Resources Assistants, enabling them to take responsibility for the provision of quality learning support for all learners.
7. To take a lead on and co-ordinate the selection, purchase, cataloguing, classification and organisation of all resources for the centre.
8. To take a lead on and co-ordinate the stock editing process ensuring that materials are relevant, up-to-date and in good physical condition.
9. To research, evaluate, organise and promote electronic and print based learning materials.
10. To develop the Learning Resource Centres as a multimedia resource and information hub to promote resource based learning.
11. To liaise with teaching and learning colleagues to develop or provide appropriate learning materials to support teaching and learning.
12. To monitor, evaluate and review the work of the Learning Resource Centres to ensure that the service is continually improving to meet the challenging needs of its users.
13. To manage the appropriate budgets.
14. To participate in the recruitment and selection of staff.
15. To appraise staff, ensure that targets are met and appropriate continuing professional development takes place.
16. To work closely with the Head of IT & Learning Resources in the development of the service.
17. To contribute to the production and maintenance of procedures that document all systems and procedures.
18. To coordinate student inductions and contribute to the development and delivery of an information skills programme.
19. To participate in the production of information guides to assist learners in exploiting the resources fully.

**2.2 Other Responsibilities**

a) To uphold and promote College policies and procedures, promoting those specifically applicable to this area of work, including the Equality & Diversity and Health & Safety policies and procedures and attend training as requested.

b) To comply with the College’s own Safeguarding Policy and practices and attend training as requested.

c) To keep up to date, so far as necessary, for the efficient executing of the job, with new legislation, procedures and techniques and attend relevant mandatory training.

d) To be conversant with and participate in activities and developments at college, regional and national level which are relevant to the post.

e) To present and promote an appropriate public image in representing the College.

f) To undertake any other duties as may reasonably be required commensurate with the post.

**3. Skills, Qualities & Knowledge**

|  | Essential | Desirable |
| --- | --- | --- |
| Qualifications: |  |  |
| Level 6 qualification in library/information studies or paraprofessional qualification (CILIP Certification) plus recent and relevant supervisory experience |  | ✓ |
| Chartered Librarian |  | ✓ |
| At least 2 subjects to level 3 | ✓ |  |
| English/Maths to at least level 2 (or willing to work towards) | ✓ |  |
| IT qualifications/experience | ✓ |  |
| Experience |  |  |
| Recent relevant learning resources/library experience | ✓ |  |
| Recent experience of selection, acquisition, organisation and exploitation of resources | ✓ |  |
| Recent experience of cataloguing and classifying of resources | ✓ |  |
| Innovative use of technology and resources to support learning | ✓ |  |
| Experience of using Microsoft applications | ✓ |  |
| Experience of managing a budget |  | ✓ |
| Recent experience of supervising staff | ✓ |  |
| Skills /Knowledge |  |  |
| Understanding of the role of libraries in an educational environment | ✓ |  |
| Demonstrate suitability to work with children and  vulnerable adults including knowledge/understanding of  safeguarding | ✓ |  |
| Excellent communication and interpersonal skills | 🗸 |  |
| Ability to build positive relationships | 🗸 |  |
| Self-managing/reflective | 🗸 |  |
| Ability to plan and prioritise | 🗸 |  |
| Ability to work under pressure and meet deadlines | ✓ |  |
| Good time management | 🗸 |  |
| Accuracy and attention to detail | 🗸 |  |
| Qualities/Approach linked to college values |  |  |
| Ability to work as part of a team and independently | ✓ |  |
| Ability to get on with and respect people of all ages | ✓ |  |
| Flexible and adaptable approach to work | ✓ |  |
| Excellent organisational skills | ✓ |  |
| Positive attitude | ✓ |  |
| Ability to articulate clearly and objectively | ✓ |  |
| The ability to remain calm in challenging situations | ✓ |  |
| Reliable | ✓ |  |
| Methodical | ✓ |  |

**4. Position within the College**

The post-holder will be part of the Learning Resources team and will report to the Head of IT & Learning Resources.

**5. Terms & Conditions**

1. The post is offered on a Vision Business Support Services contract and is subject to those terms and conditions.
2. The salary will be £26,654 per annum. This is a spot salary.
3. You will be required to work 37 hours per week on a flexible basis.
4. You will be entitled to 25 days leave, plus bank holidays. Up to 5 days leave can be directed for efficiency closure.
5. The Company operates a Scottish Widows Group Personal Pension Plan.
6. The post holder may be located at any West Nottinghamshire College Group site and may be expected to travel as required. You will however be given reasonable notice of any change in your principal place of work and be fully consulted.

**6. The Application**

Individuals with the appropriate experience, qualifications and personal qualities are invited to complete an online application form by **Sunday 7th March 2021 by 5pm.**

[**www.wnc.ac.uk/vacancies**](http://www.wnc.ac.uk/vacancies)

### THE COLLEGE PROMOTES EQUALITY OF OPPORTUNITY AND WELCOMES APPLICATIONS FROM ALL SECTORS OF SOCIETY

**The college is committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. All successful candidates are subject to a Disclosure and Barring Service check.  The successful candidate will be required to pay for the DBS check themselves, the cost (£44 for an enhanced disclosure) will automatically be deducted from their first salary payment.**

**It is an offence for anyone who is barred from working with children, young people and or vulnerable adults to apply for this position.**