

REIGATE COLLEGE

Job Description for a Learning Facilitator

Name:

Responsible to: Learning Support Manager

Job Purpose: To work as a member of the Learning Support Team in supporting students in their learning.

Job Responsibilities:

In relation to the individual student:

1. To develop an understanding of the learning needs of the students concerned.
2. To take into account the students' needs and ensure their access to the lesson and its content through appropriate clarification, explanations, equipment and materials.
3. To build and maintain successful relationships with students, treat them consistently with respect and consideration and model good practice.
4. To help reinforce learning and promote independent learning.
5. To help students record work in an appropriate way.
6. To help students develop study and organisational skills and keep them on task, building motivation.
7. To help build students' confidence and enhance self-esteem.

In relation to the teacher:

1. To have formal and informal meetings with teachers and outside agencies to contribute to supporting students.
2. To help prepare materials and resources.
3. To work on differentiated activities with identified groups.
4. To support the teacher in implementing specific teaching programmes and supervise practical tasks.
5. To help carry out structured classroom assessment/observation and feedback outcomes.

In relation to the College:

1. To develop and maintain professional, productive relationships with all staff members.

2. To support implementation of College policies and procedures, including those relating to confidentiality and behaviour.
3. To work to improve one's own professional performance and to participate in the College's appraisal arrangements and to assist with the induction of new staff.
4. To work in all areas of the College in supporting the education of students and provide specific help at various times of the year including, but not limited to: art exhibitions, music and performing arts rehearsals.
5. To attend and provide assistance on Open Evenings for which time off in lieu will be given.
6. To provide classroom cover and tutorial cover as required (paid as an addition to normal salary).
7. To undertake general administrative duties for the College including filing, minutes for meetings, data entry and organisation of exam papers.
8. To assist in the operation of internal and external examinations including invigilation.
9. To undertake any other particular duties which may be reasonably assigned to you by the Learning Support Manager or the Principal from time-to-time.

Person Specification

The person appointed will be expected to have:

1. A general awareness of the strategic direction of the College and an understanding of the environment in which it operates.
2. An awareness of, and responsiveness to, the needs of students in the 16-19 age range and the ability to form good relationships with them.
3. Effective communication, interpersonal, time management, organisational and IT skills.
4. Commitment, enthusiasm and flexibility in their approach and the ability to work well as part of a team according to the needs of the College.
5. The ability to stay positive and meet deadlines even when working under pressure.
6. An ability to work constructively in professional partnership with other staff and students and to establish a good rapport with a range of client groups.
7. A commitment to personal development and training.
8. A commitment to equality of rights and opportunities.

9. An awareness and understanding of the technological support for resource based learning. The ability to use computers and computerised management systems and other technologies.

10. An awareness of independent learning skills and techniques.

Signed:
Post Holder

Date:

Signed:
Learning Support Manager

Date: