



Job Description

Job Title	Study Skills Facilitator
Department	LibraryPlus
Reporting to:	Library Manager
Post reference:	QUAX11
Main Purpose of the role	
<ul style="list-style-type: none"> The post holder will have a keen interest and passion for motivating and enthusing learners and for supporting learning. This role is key to facilitating independent learning and enabling Foundation, GCSE, A Level, Vocational and HE learners to achieve their academic potential. The role will require excellent communication and organisational skills with learners, lecturers and other support staff and a flexible approach to support in a variety of settings. The post holder will have excellent academic and IT skills and will use them to support and facilitate learning. 	
Key Tasks / responsibilities:	
<ul style="list-style-type: none"> To enable and empower learners to achieve to their highest academic potential at all levels – Entry Level to Level 8 (post degree). To advise and assist learners on appropriate approaches and strategies which they may adopt to facilitate effective study and learning; including but not exclusively: note taking, planning, organisational and research skills, assignment layout, understanding assignment briefs, spelling, punctuation and grammar, motivation, academic writing and examination preparation. To work with students to identify learning styles and strengths and utilise these to facilitate independent learning. This may be on a 1:1 or small group basis. When in person delivery is not possible this will be handled remotely via Microsoft Teams. To contribute toward the strategic planning and implementation of a unified programme of study skills across all sites. To supervise groups of learners and deliver planned and resourced study skills sessions. To actively promote and embed the development of English, Maths, Employability and Study Skills into all tutorial activities to support the individual learner. 	

<ul style="list-style-type: none"> • To work closely with curriculum staff and teams to ensure that students can achieve their targets and potential for all areas of their study. • To support the development of independent learning skills with groups in timetabled sessions and with individuals in a variety of settings. • To enable, encourage and support learning using Microsoft Teams. • Support teaching staff in enabling and encouraging learners to engage with Teams and the virtual learning environment outside of lesson time. • To create self-study e-learning packages working with subject specialists in conjunction with the Study Skills Coordinator. • Occasional travel to other sites may be required. • Undertake any other duties commensurate with the grade for the post.
Role Dimensions
<ul style="list-style-type: none"> • Working closely with the Study Skills Co-ordinator, LibraryPlus staff, Learning Resources Managers and, where appropriate, Peer Practitioners.
Key Interfaces
<ul style="list-style-type: none"> • Study Skills Co-ordinator • Library Manager • LibraryPlus team • Digital and Professional Development team • Curriculum Staff • Learners • Support Staff
Supporting College Goals and Values – all roles
<p>In addition to the particular requirements and characteristics of individual roles, all people employed by SGS College are expected to actively support the achievement of the College's goals and, at all times, both internally and externally, to behave in a manner consistent with the College's mission and values.</p> <p>This means:</p> <ul style="list-style-type: none"> • Performing your role and delivering your service in a way that helps the College achieve its strategic objectives and annual development and improvement plans - taking account of available resources and national developments. • Promoting the image of the College as one that is committed to the highest standards of delivery and service. • Sharing the College's commitment to safeguarding and prioritising the welfare of children, young people and vulnerable adults and demonstrating it in your day to day work. • Sharing and prioritising the effective implementation of the College's Equality and Diversity Policy. • Promoting and implementing best practice in Health and Safety.

Measurable Performance Standards for this role					
<ul style="list-style-type: none"> Breadth and depth of study skills programmes across all sites, including number and variability of programmes and ability to meet different learning styles and levels. Access to and usage of study skills programmes. Numbers of learners engaging in study skills programmes. Evidence of distance travelled by learner – attainment prior to and after study skills engagement. Learner Satisfaction Surveys and Learner Engagement. 					
Level of Disclosure and Barring (DBS) disclosure required					
Enhanced with barred list checks					
Author and Date					
Simon Kay - 12/10/21					
/Job Evaluation (for HR Completion)					
Score		Profile		Level	

As the needs of the College change, so the above job profile, duties and location of the role within the College may be adjusted accordingly.

Where an employee indicates a disability, every effort will be made to make reasonable adjustments. If, however, a certain task proves to be unachievable, job redesign will be given full consideration.

Person Specification

Study Skills Facilitator



Criteria	Essential	Desirable	Assessed by
Qualifications and attainments			
Minimum 4 GCSEs or NVQ level 2	✓		Application form
Level 2 or higher IT qualification	✓		Application form
A Certificate in Education, L3 or above		✓	Application form
Recently updated Safeguarding training		✓	Application form
A willingness to undertake appropriate Continuing Professional Development	✓		Application form/interview
Experience and knowledge			
Experience of Further and Higher Education and the range of study related activities demanded of students in Higher Education	✓		Application form/interview
Excellent organisational, verbal and written communication skills	✓		Application form/interview
The ability to communicate effectively and foster good relationships with staff, students and others	✓		Application form/interview
Understand the need for students to maintain and develop independence and act to facilitate this where appropriate	✓		Application form/interview
Skills and abilities			
Excellent personal academic/study skills and an ability to develop these in others	✓		Application form/interview
Familiarity with a range of subject areas		✓	Application form/interview

Criteria	Essential	Desirable	Assessed by
Ability to maintain confidentiality, behave in a professional manner and maintain a patient and understanding attitude	✓		Application form/interview
The ability and determination to promote equality and diversity throughout all aspects of College life	✓		Application form/interview
Excellent organisational skills, being able to prioritise workloads and meet deadlines	✓		Application form/interview
Essential College attributes			
Initiative: Demonstrating the willingness and ability to use initiative – whether that means deciding on necessary action and following it through - or suggesting ways to work in a better way.	✓		Application form/ interview
Influencing skills: The ability to persuade others.	✓		Application form/ interview
Interpersonal Skills: The ability to communicate and interact with other people in a way that promotes cooperative relationships.	✓		Application form/ interview
Teamwork: The willingness and ability to collaborate and work closely with colleagues in a mutually supportive manner.	✓		Application form/ interview
Circumstances of role (if applicable)			
The post holder may occasionally be required to be flexible on working hours to meet the needs of the role. Travel across sites may be required.	✓		Application form/interview