#### **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: