

Study Skills Facilitator

School:	West Herts College	Posted:	11th January 2019
Location:	Watford, Hertfordshire	Expires:	25th January 2019 05:05 PM
Contract Term:	Permanent	Start Date:	As soon as possible
Salary:	Up to £23,000 per annum	Job ID:	1024799
Hours:	Full Time	Job Reference:	1140R



West Herts College

Our Learning Resource Centre team is looking to recruit an ambitious and hard-working person to provide study skills advice and support to students.

This is an exciting opportunity for a pro-active and enthusiastic person to join our busy LRC team to assist in the planning and delivery of the StudyPlus service to students in order to develop their study skills and independent learning. Duties will include helping students plan and complete their coursework using a range of resources relevant to their studies.

You will be educated to degree level with English and Maths GCSE, will have used a variety of learning resources in your studies and be a confident user of the internet and technology. You will be able to apply your own experience of using resources to helping our students develop their skills.

You will have excellent communication skills and be able to work with a wide range of students from 16 years upwards, to support them in a positive and encouraging manner to achieve the best they can be.

You will be working 37 hours per week and this post will involve working one evening per week until 7.30pm and occasional Saturday work to support Open Days. The LRCs deliver a cross college service therefore the post holder will be required to travel to any campus.

The closing date for applications is Friday 25 January 2019.

We intend to hold interviews week commencing Monday 4 February 2019.

The successful candidate will join the Learning Resource Centre team.

West Herts College is positive about disabled people. If you need help applying for this role please contact the Human Resources team.

Safeguarding Statement:

Please see attached documents.