

ROLE DESCRIPTION

1. JOB TITLE: **Learning Advisor**

2. CONTEXT

West Herts College is a general Further Education College with a large portfolio of courses for its local community including full time and part time further education, higher education, work based learning and community learning.

The Additional Learning Support team provides a range of support for students who have a learning difficulty or disability, including those who need Literacy, ESOL or Numeracy support, to enable them to access the educational opportunities offered by the College.

3. MANAGEMENT ACCOUNTABILITY

Responsible to: Additional Learning Support Manager/Head of School of Foundation Studies

4. MAIN PURPOSE OF JOB

To identify, assess and deliver Learning Support for students who have specific learning support needs.

5. MAIN DUTIES AND RESPONSIBILITIES

- Contribute to the effective and efficient organisation and administration of initial and diagnostic assessments and communicate results to students and colleagues.
- Assist teaching staff to devise and implement individual learning plans to ensure that each student has a support programme and appropriate incremental learning targets.
- Work with teaching staff to ensure that additional learning support strategies are integrated into the planning and delivery of learning programmes.
- Provide learning support for students through 1:1, small group and in-class delivery to facilitate the learning process.
- Monitor students' progress against agreed targets, using appropriate assessment tools as specified within the College tutorial framework.
- Maintain records of student attendance and progress and provide relevant information for teaching staff, managers and external agencies as required.

- Participate in careers events and marketing activities and contribute to the admissions and interviewing process for prospective students.
- Supervise students in all contexts on College premises and elsewhere when on College activities.
- When appropriate, provide personal support for students with physical disabilities and learning difficulties to enable them to fully participate in the learning process.

6. GENERAL AND COLLEGE RESPONSIBILITIES

- Participate actively and flexibly in a range of College-wide activities, such as duty rotas, enrolment and marketing events and staff and student activities.
- Participate in training and team development activities, to update knowledge and skills.
 - All employees have a general duty in law to take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions.
 - Understand and be committed to the College's Health and Safety Policy statement and the College's safety priorities and be aware of his/her contribution to such priorities.
- Be aware of and comply with the health and safety legislation and other College requirements that are relevant to his/her post.
- Demonstrate commitment and enthusiasm to promote the principle of equality and diversity in employment and service delivery:
 - Be familiar with and promote the Equality and Diversity Policy.
- Be familiar with Safeguarding requirements as outlined in the Safeguarding Policy and comply with its requirements to safeguard and protect the welfare of children, young people and vulnerable adults.
- Undertake such additional duties or projects as the Principal or line manager may determine from time to time, after consultation with the post holder.

NOTE: Please be aware that the duties and responsibilities outlined above are not exhaustive and may be varied from time to time after consultation with the jobholder. They do not form part of the jobholder's contract of employment.