"Carmel College meets UK expectations"
(HE Review June 2014)

"Carmel College is outstanding in all aspects of its provision".
(Ofsted Inspection Report August 2007)

HE Academic Advisor

Job Ref:	AAHEJ17
Closing Date:	12 noon on Friday 30th June 2017
Department:	HE Faculty (University of Liverpool)
Salary/Grade:	Point 29-31 £22,941-£24,407 (£19,323.38-£20,417.39 per annum)
Contract:	Established, Term Time Only plus 1 week
Start Date:	August 2017

HE Faculty (University of Liverpool)

We are a well-established team having developed and delivered a number of Degree programmes since 1996. The HE team consists of a HE Faculty, a Pastoral and Administration Manager, Degree Course Co-ordinators, Assistant Degree Course Co-ordinators, a number of teaching staff and an Administrator.

We are an Associate Provider for two HEIs.

The University of Liverpool provision enables students to enter year 1 programmes at the University of Liverpool with atypical qualifications. Students progress onto 86 degree programmes across several Faculties. We also deliver an innovative Y0 dentistry/medicine/veterinary programme with guaranteed progression onto year 1.

The University of Salford provision delivers year 1 Graphic Design enabling students to progress directly to year 2 at the University of Salford.

We also have a memorandum of understanding with Liverpool Hope University.

*Carmel College has a commitment to safeguarding and promoting the welfare of students and expects all staff and volunteers to share this commitment. All posts are subject to Enhanced Disclosure Clearance through the Criminal Records Bureau. Please note candidates suitability to work with children will be explored at interview, including the motivation to work with young people and attitudes towards the use of authority and maintaining discipline.

THE ROLE

We regard the role of the Academic Advisor as a fundamental component of the relationship between academic teaching staff and students. It is a key contributor to a positive student experience. Academic Advisors have general responsibility for overseeing the pastoral care of students in their assigned groups, for setting high standards for achievement and behaviour and conveying the tone and atmosphere of the HE Faculty.

All staff must make a positive contribution to:

- the Christian ethos of the College
- the College Equality & Diversity Policy;
- the pursuit of excellence and the highest standards of quality in all aspects of College life;
- their own professional development, in accordance with the needs of the College.

Responsibility, in conjunction with the Principal for duties commensurate with the following:

- To support and mentor students in achieving their full academic potential
- To work with students to enable them to become effective and independent learners and scholars
- To provide regular 1:1 student interviews in line with the schedule outlined in the Academic Advisor handbook
- To be available to meet with students on an ad hoc basis when required
- To signpost students to appropriate forms and guidance on application for consideration of extenuating circumstance
- To authorise applications for consideration of extenuating circumstances, late and early submission of work forms when the evidence provided falls clearly within the guidelines set out by the University of Liverpool's Extenuating Circumstances policy
- To liaise with the HE Pastoral and Administration Manager in cases where the student's extenuating circumstances fall outside of the UoL guidelines
- To ensure student records are accurate and pastoral notes are maintained
- To liaise with module tutors regarding students where appropriate
- To register groups at designated times
- To monitor student attendance (via the HE Attendance Monitoring Procedure)
- To signpost students to appropriate support facilities at the University of Liverpool (e.g. counselling service, money advice and guidance service, student welfare service, SHAC or faculty contacts)
- To have a clear understanding of the HE programmes offered at Carmel College, the structure of the programme and the criteria for progression

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- To advise students on the progression criteria for their chosen programme and respond to requests to change progression programmes
- To be available for post exam guidance as required
- To contribute to the development of materials for the Academic Advisor programme
- To provide references for students (UCAS or employment) as required
- To attend and contribute to HE Team meetings
- To provide cover for other Academic Advisors if required
- To deliver and engage with a bespoke Academic Skills/Professional Studies module to a defined cohort of students
- To assist with the organisation of HE examinations and results processing
- To assist with HE marketing and recruitment
- To implement and engage with Carmel College's and partner institutions' policies and procedures eg. Safeguarding, Equality and Diversity, Health and Safety, Quality Assurance, Information Security Management
- To undertake any duties as changing circumstances may require

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