Job Description and Person Specification

Student Learning Advisor- Public Service and Sport

Fixed term - April 2018

Salary:	**£25,282- £27,597pa inclusive**
Hours:	**36 hours per week**
Leave:	**42 days per annum plus public holidays plus up to 5 days Christmas efficiency closure**
Reports to:	**Curriculum & Quality Team Manager**
Location:	**This post will initially be based at the Isleworth site**

Purpose of the post: To support the academic success of individual students by providing personal support through: regular guidance; tracking and target setting; referral to other support services as appropriate; contributing to student progression and career plans; contributing to the development of the skills, knowledge and attributes needed for work and life as an effective citizen. A key focus of this role is to provide individual support via one-to-one interviews.

Main duties and responsibilities:

1. Implement the tutorial policy and deliver a tutorial curriculum to groups of students so they are actively involved and maintain good punctuality, attendance and behaviour.

2. Undertake an agreed number of individual one to one interviews with a focus on target setting for academic success. These to be recorded on the college Personal Learning Plan.

3. Provide pastoral support for designated groups of students and ensure appropriate cross college support where necessary.

4. Work closely with target students, their parents/carers and colleagues to ensure the students maintain good punctuality, attendance and behaviour on all aspects of their learning programme and meet assignment and other work deadlines.

5. Maintain effective and detailed individual records for each tutee.

6. Ensure students have undergone appropriate initial and diagnostic assessments and are receiving appropriate learning and learner support.

7. Assist in the personal and social development of students by providing appropriate guidance and support, help with time management and organisation of their studies.

8. Help develop tutorial resource materials for major curriculum pathways.

9. Meet regularly with the Head of Student Services to ensure that the tutorial policy is implemented consistently across the college.

10. Participate in a community of practice group (COP) with other designated SLAs to develop good practice and explore other issues of concern.

11. Contribute to the UCAS process and other careers education work as required.

12. Support the Head of Student Services to collect and record statistical data and other impact evidence for the work of SLAs.

13. The completion of personal evacuation plans (PEEPs) for tutees within the agreed timescale with support from the Health and Safety Manager as required.

14. Deal sensitively with confidential information.

15. Ensure that the College's Health & Safety and Safeguarding Policy are adhered to.

16. Adhere and comply with the college financial regulations.

17. Promote a positive image of the college in all contact with students, employers and professional bodies.

18. Undertake various responsibilities that may be required from time to time, including parents' evenings, open days and enrolment duties when required.

19. Carry out any other reasonably comparable duties that may be required from time to time.

Person Specification

Please study the items in this person specification carefully and when completing your application form try to describe your knowledge, skills and experience in terms of those particular items:

1. Educated to NVQ 3 or equivalent.

2. Have a teaching qualification or be willing to obtain one within an agreed timescale.

3. Experience or aptitude for working successfully with young people to help ensure they achieve their goals – work in an education, youth or community setting an advantage.

4. Can build effective working relations with a wide range of individual students and groups of students and with their parents/guardians.

5. Can deliver well structured tutorial sessions to groups of students so they are actively engaged, learning goals are achieved and good punctuality, attendance and behaviour is maintained.

6. Demonstrate good teamwork and interpersonal skills, to enable good working relationships to be formed together with confident and effective personal judgement.

7. Demonstrate excellent communication skills, both written and oral, including one to one, and with groups of students.

8. Possess strong administration skills and a high level of personal organisation in order to work independently and within deadlines.

9. Can maintain confidentiality and show sensitivity to student needs in discussing personal and domestic problems.

10. Be willing to undertake training and development as required within the role.

11. Possess a Literacy and Numeracy qualification at Level 2

12. Possesses appropriate IT skills relevant to the post or be willing to undertake training.

13. Have an awareness and understanding of Prevent and Safeguarding initiatives and how to embed this in the curriculum.

14. Have an awareness and understanding of how equal opportunities will impact on this post.

Equality and diversity

West Thames College champions excellence, integrity, equality and respect.

This means we aspire to the highest achievements for our students and the best possible working environment for our staff.

The whole college community - women and men, younger and older, from different , social and ethnic backgrounds, a variety of faiths, cultures and languages, lesbian, gay and straight, disabled and non-disabled – we are all treated with the same respect and entitled to the same chances to succeed.

We champion diversity because we know that a rich mix of people makes the college a more productive and creative place to study and work.

And we champion equality because it is the right thing to do.

Closing date: **1pm – 16/08/17**
Reference no: **SLA/TT**
Interview date: **31/08/17**

Conditions of Service

Contract:	Fixed Term Maternity cover until April 2018 Full time
Pension:	Staff are entitled to participate in the Teachers Superannuation Scheme subject to its terms and conditions.
Annual Leave:	42 days per annum plus public holidays plus up to 5 days Christmas efficiency closure
Teaching Qualifications:	Lecturing staff are required either to have upon commencement of employment, or to obtain within a specified period after commencement the qualifications required for the post. The type of qualification required and the time period for acquiring it, depend upon a number of factors, including the type of post that is held, the teaching that is undertaken, and whether the Individual works full-time or part-time.
Hours:	36 hours per week
Probation:	Employees who commence their employment between 1 September and 31 May inclusive will be subject to 26 weeks probation before their employment can be confirmed as permanent. Employees, who commence their employment between 1 June and 31 August, and those with term time only contracts, will be subject to 36 weeks probation period before their employment can be confirmed as permanent. The extended period of probation is ensure that there is an adequate period of “normal” working during which to provide support and assess an employee’s performance.
Disclosure	The post will be offered subject to an enhanced Disclosure satisfactory to West Thames College which will be conducted by the Disclosure and Barring Service.

Additional information for teaching applicants

West Thames College is committed to striving towards being an outstanding college.

As part of our commitment we offer our staff an entitlement to strong and supportive line management along with staff development opportunities and we provide 3 dedicated Development Days per year for specific staff training.

IT Skills
To enable us to meet our target of being outstanding we require that our teaching staff have a minimum level of IT skills:

- ability to use email
- understanding of WORD
- understanding of EXCEL
- ability to research via the internet
- ability to undertake basic IT trouble shooting

Literacy Skills
Staff supporting teaching are required to possess specific levels of literacy skills.

You will be required to provide evidence that you possess literacy skills at Level 2 which is equivalent to GCSE English, grade C or above. If you are unable to provide this evidence you will be required to complete a skills test to assess your literacy skills.

The assessment consists of 40 questions and the pass mark is 30. The assessment can last up to one hour.

Induction
We offer support and guidance to all new staff via our induction process. To identify the training needs and support required for new staff our selection process for SLAs will consist of the following:

1. A formal panel interview where you will be assessed against the person specification criteria.

2. A micro teach. You will be given a topic on which to prepare a micro teach and will be required to present this to a panel. If the topic is given on the day you will be given preparation time.

Training needs identified at interview will form part of your individual Induction training plan.

If you do not possess the minimum requirement upon entry into the organisation your manager will identify your needs via the Induction or Probation process and you will be enrolled onto an in-house course to ensure you meet the standards required to undertake your role.