



## **JOB DESCRIPTION**

<b>Post:</b>	Personal Support Advisor
<b>Responsible to:</b>	Assistant Principal – Student Experience
<b>Salary:</b>	£19,358 - £23,377 pro rata Scale 3/4 (Pts 17 – 24) Full Time or Part Time, Term Time Only (38 weeks)
<b>Conditions of Service:</b>	Callywith College Conditions of Service
<b>Main Purpose of Job:</b>	<p>To provide personal support, information advice and guidance to students as part of the Student Services team.</p> <p>To give financial information to students, provide guidance and support on finance and welfare issues and administer College funds to those in need of support.</p> <p>To liaise with external agencies to provide information, guidance and 1-1 support for students.</p> <p>To assist with the organisation and provision of related activities within the College.</p> <p>To maintain, organise and develop relevant resources within the College.</p>



**Specific Duties:**

To offer personal support and guidance on welfare issues to students.

To administer and authorise College funds to students in need of extra resources.

To assess and advise students to establish eligibility for funding and advise on various alternative sources of funding to those in need to support.

To maintain accurate records.

To support curricular and tutorial activities across the College, both directly and through the preparation of material and activities and deliver workshops as part of the College's tutorial programme.

To maintain, organise and develop financial information and resources within the College.

To maintain close liaison with outside agencies, and continually work to develop further links to ensure student support needs are met.

To assist with the organisation of conferences, talks and other events related to Student Services.

To support the work of the Student Services Team as necessary.



**General Requirement:** As a member of staff the post-holder will be required to further the agreed aims of the College by participating fully in the following:

The first six months of your employment will be a probationary period, during which your suitability for the position to which you have been appointed will be assessed

To participate in the scheme for appraisal and review of performance adopted by the College.

The provision of a high quality environment for student learning and associated activities.

Student Welfare and Support Services.

To be responsible for promoting equality and diversity in line with College procedures.

The development of a flexible and responsive institution.

College Promotional and Marketing Activities.

The safe and appropriate use of College equipment, premises and property.

Health and Safety Procedures as laid out in the College Health and Safety Policy.

Staff Development Activities.

General College Developments.

All members of staff must be prepared for changes in their responsibilities and work.

The postholder will also be required to undertake such other tasks as the Principal from time to time may determine.

The College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.



## PERSON SPECIFICATION

### PERSONAL SUPPORT ADVISOR

Ideally, the person appointed will have the following skills and experience:

- Experience and knowledge of working with people of all ages and background.
- Experience and knowledge of financial support information eg benefits bursaries and welfare issues.
- Experience and knowledge of working with external agencies in supporting young people.
- Very good interpersonal skills and in particular the ability to establish good relationships with students and staff.
- An awareness of issues of confidentiality
- Very good organisational and administrative ability.
- Computer literate.

The College is registered with the Disclosure and Barring Service and the successful applicant will be required to apply for a Disclosure at the enhanced level. If you apply for a job with vulnerable people when you know you are on a barred list you could be fined or face a prison sentence.

Callywith College is committed to ensuring a culture of valuing diversity and ensuring equality of opportunities.