

Job Description

Job Title:	Academic Skills Advisor – Higher Education
Responsible to:	Head of Higher Education
Functional Liaison with:	Personal Support Tutor, SEN Advisor & Course Teams.
Responsible for:	Providing learning and study skills support for HE students in groups or on a one to one basis
Main Purpose:	To work as part of the Learning Support team delivering high quality, flexible and effective academic skills support for students; to deliver individual, personalised support for students identified as having specific learning difficulties.

Main Duties and Responsibilities

- 1) Work with colleagues to design and review opportunities for academic skills development across the HE provision with clearly defined learning outcomes, mapped to academic, graduate and employability skills.
- 2) Deliver support to all degree students through scheduled workshops, in course delivery and one-to-one tutorials, in line with agreed working models and good practice. To include:
 - a) working with students through scheduled 1:1 or workshop appointments
 - b) visiting classes throughout the academic year as requested by course tutors
 - c) providing support on academic writing, general research and study skills, personal skills such as time management and the application of DSA assessments and reasonable adjustments agreements into practical strategies
 - d) signposting appropriate resources for independent learning
 - e) signposting additional face to face support within the Learning Support team
- 3) Design and produce inclusive, bespoke learning objectives to support all students. To include:
 - a) design of individual and cumulative learning programmes for face to face and online delivery
 - b) proactive work with course areas to develop bespoke, embedded learning for students, which can be monitored and audited.

- c) Assist with the production of reasonable adjustment agreements
- 4) Deliver one-to-one support to individual students diagnosed with Autism or Specific Learning Difficulties, maintaining appropriate records, including individual learning plans and administrative records. To include:
 - a) liaison with external services relating to the provision of diagnostic interviews and screening
 - b) interpretation and implementing support recommended through Reasonable Adjustment reports
 - c) maintaining administrative records in line with those required for non-medical help DSA frameworks and internal monitoring.
- 5) Contribute to the measurement and evaluation of supported student's academic development through systematic monitoring at strategic points in their learning journeys. To include:
 - a) accurate record keeping and compilation of interaction statistics for annual review
 - b) co-production of student, course, department and faculty level reports relating to support provision and skills development engagement
 - c) development of different methods of gathering and presenting feedback to students, committees and course teams
 - d) evaluation of support impact on student progression and development.
- 6) Contribute to the development and delivery of programmes to help students to build their academic skills and readiness for HE prior to entry. To include:
 - a) developing and maintaining awareness of institutional targets and programmes for retention
 - b) contribute to the delivery, design and monitoring of student retention related activities.
 - c) representing the HE provision and Learning Support Department at open events, outreach activity and student initial engagement activities.
- 7) Contribute to projects and initiatives as identified by the Head of Higher Education.
- 8) Maintain and develop academic and professional skills by engaging in personal development, including agreed academic qualifications, to meet strategic service standards as well as those set by external quality assurance frameworks.
- 9) Ensure compliance with the Health and Safety Regulations and Equality and Diversity policy.

Person Specification

<u>Essential</u>	<u>Desirable</u>	<u>Evidence</u>
<p><u>Qualification:</u></p> <ul style="list-style-type: none"> • Educated to post graduate level (essential) • Accreditation by the National Autistic Society, such as completion of the NAS online training modules (or to be completed within 6 months of appointment). <p><u>Knowledge/Skills/ Experience</u></p> <ul style="list-style-type: none"> • Experience of supporting students with Autism or Specific Learning Difficulties • Experience of designing and delivering academic skills development, one-to-one and to groups of students, including transition to HE and return to study. • Understanding of legislation relating to data protection and the ability to work with confidential and sensitive information. • Strong IT skills including MS Office applications, assistive technologies and design software • Ability to communicate effectively with a range of stakeholders. • Academic and professional capabilities appropriate for the support of undergraduate students. • Ability to provide creative and innovative solutions • Ability to work independently and collaboratively across the provision. • Excellent organisation and self-management strategies, including the ability to work under pressure, flexibly 	<p><u>Qualification:</u></p> <ul style="list-style-type: none"> • Specialist qualification in teaching students with a specific learning difficulty • Approved Teacher Status or experience of teaching /working with students • Membership of a professional body BDA, PATOSS, ADSHE or Dyslexia Guild). <p><u>Knowledge/Skills:</u></p>	<p>I, A,</p> <p>P, A, I,T,</p>

<p>and responsively to meet changing agenda</p> <p><u>Personal Qualities:</u></p> <ul style="list-style-type: none"> • Drive and enthusiasm to respond and work flexibly in accordance with the needs of the service in a changing and challenging environment. • A commitment to personal and professional development. • Committed to student success and supporting students to fulfil their potential. 	<p><u>Personal Qualities:</u></p>	<p>A, I,</p>
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KEY: A-APPLICATION, I-INTERVIEW, P-PRESENTATION/MICROTEACH, T-TEST

General Data Protection Regulations (GDPR)

In line with national legislation, and organisational policy, all data will be processed in a fair and lawful way, for the specific purpose and not disclosed in any way incompatible with such purpose or to any unauthorised persons or organisations.

Equal Opportunities

In accordance with the Equality Act 2010 the college operates a policy of equality and diversity which protects employees, students and people who access the College’s goods, services and facilities, from discrimination on the basis of ‘protected characteristics’ which include: age ,disability, gender, reassignment, marriage and civil partnership, pregnancy and maternity, race (colour, nationality and ethnic or national origins.), religion or belief, sex and sexual orientation.

DBS

The successful applicant will be required to complete and obtain a standard or enhanced disclosure check (role dependant) from the Disclosure and Barring Service. The cost of processing this will be £44 (Enhanced) or £26 (Standard) and you will be required to make payment online via the safeguarding website before your employment commences. Further information about the Disclosure and Barring Scheme can be found at www.homeoffice.gov.uk or by speaking to a member of the Human Resources department.

