



**Post:** Support for Learning Adviser (24 hours over 4 days)

**Responsible to:** Curriculum Manager

## **JOB DESCRIPTION**

### **Purpose of Job**

To be responsible for Support for Learning within the college.  
To line manage the Support for Learning Assistant

### **Major Tasks/Job Activities**

1. To provide support for learning and mentoring to identified students using different modes of delivery, including blended learning.
2. To manage the Support for Learning Assistant and be responsible for their development and appraisal.
3. To support college recruitment procedures by responding to additional support needs identified during student interviews.
4. To advise on literacy, numeracy and core skills developments within college courses.
5. To support the use of diagnostic tools to assess literacy, numeracy and core skills.
6. To act as a referral point for students with additional support needs.
7. To assist with staff development activities related to support for learning.
8. To provide information and support on equality and inclusion across the college.
9. To implement relevant college quality assurance policies and procedures.
10. To liaise with relevant validating and examining bodies, assessors, employers and other external agencies.
11. To assess all students identified as requiring Extended Learning Support (ELS).

12. To identify and purchase appropriate assistive technology and support students in its use.
13. To undertake a needs assessment for students who require ELS and create a Personal Learning Support Plan (PLSP) for all students who require ELS in line with current SFC Guidelines on PLSP format.
14. To update the Learning and Teaching Team on student PLSPs and advise on appropriate support.
15. To organise additional support from external agencies for students on PLSPs, including support with assessment and exams.
16. To maintain individual student records for students on PLSPs.
17. To conduct twice yearly review meetings for students on PLSPs and amend plans, as required.
18. To identify students requiring assessment by Educational Psychologists and arrange appropriate assessment.
19. To advise all college staff on issues relating to accessibility.
20. To arrange Disability Support Allowance (DSA) applications for identified students on HNC courses.
21. To develop personal expertise by networking with relevant external agencies.
22. To advise SMT, the Curriculum Manager and the Learning and Teaching Team on emergent factors which might impact on support for learning.
23. To undertake any other reasonable duties within the framework of the post.

## **RESPONSIBLE FOR**

Support for Learning Assistant

## **DECISIONS MADE IN THE COURSE OF THE JOB**

- Use appropriate teaching and learning methodologies, approaches and resources.
- Use diagnostic tools and assess student needs.
- Advise on the use of assistive technology.
- Identify need for external support for students.

## **SUPERVISION RECEIVED**

The Support for Learning Adviser will prioritise their own workload on a day-to-day basis and work on their own initiative. They also operate as a member of the Learning & Teaching Team, under the supervision of the Curriculum Manager. The College Staff Development and Review Scheme provides the framework for support, supervision and annual review.

## **CONTACTS**

- Senior management and staff in the college
- External agencies, partners, Education Scotland and Awarding Bodies
- Agencies relating to subject specialism
- Peers in other further and higher education institutions
- Students

## **COMPLEXITY**

The post-holder must have a sound knowledge of support for learning and experience of working with adult learners.

## **CREATIVITY**

- Appropriate identification of teaching and learning methods.
- Use of appropriate resources and materials.
- Identifying appropriate support for learners from a range of agencies.

## **SPECIAL CONDITIONS**

None

**CONDITIONS OF SERVICE**

<b>Post Title:</b>	<b>Support for Learning Adviser</b>
<b>Location:</b>	Newbattle Abbey College
<b>Term of Appointment:</b>	Part-time, permanent - 24 hours per week
<b>Remuneration:</b>	c £35,000 pro rata
<b>Pension Scheme:</b>	Lothian Pension Fund Scheme
<b>Reporting to:</b>	Curriculum Manager
<b>Holidays:</b>	45 days per year pro rata (including 10 public holidays)
<b>Closing date:</b>	18 October 2021

<b>Education and Qualifications</b>	
<p>Essential</p> <ul style="list-style-type: none"> <li>• Educated to degree level</li> </ul>	<p>Desirable</p> <ul style="list-style-type: none"> <li>• Experience of working in FE Sector</li> </ul>
<b>Experience and Knowledge</b>	
<p>Essential</p> <ul style="list-style-type: none"> <li>• Experience of working in the college sector</li> <li>• Experience in Guidance and Support for Learning</li> <li>• Experience of working with adults and young people requiring extended learning support</li> <li>• Knowledge of assistive technology to support students</li> <li>• Experience of assessing additional support needs and providing appropriate support for students</li> </ul>	<p>Desirable</p> <ul style="list-style-type: none"> <li>• Experience of equalities legislation and advancing equality in a previous role</li> <li>• Good knowledge and understanding of learning and teaching environments and the different modes of delivery, including blended learning</li> </ul>
<b>Skills and Ability</b>	
<p>Essential</p> <ul style="list-style-type: none"> <li>• Excellent interpersonal skills with the ability to relate to a range of people and show empathy</li> <li>• Excellent communication skills both written and verbal</li> <li>• Good organisational skills</li> <li>• Ability to work independently and within a small team</li> <li>• Ability to establish appropriate support for learners in response to issues raised in the classroom</li> </ul>	<p>Desirable</p> <ul style="list-style-type: none"> <li>• Leadership skills</li> </ul>