



## JOB DESCRIPTION

<b>Post:</b>	Higher Education Student Support Advisor
<b>Responsible to:</b>	Higher Education (HE) Co-ordinator
<b>Salary:</b>	£20,418 - £23,670 pro rata (£11,051 - £12,811 per annum) Scale 3/4 (Pt 19 – 24) Part Time (0.6, 22.5hrs) Term Time Only (40 Weeks)
<b>Conditions of Service:</b>	Truro & Penwith College Conditions of Service
<b>Main Purpose of Job:</b>	<p>To advise on disability issues and learning support for HE students at both the Truro and Penwith campus</p> <p>To provide welfare and financial information and support to students on HE courses</p> <p>To maintain, organise and develop relevant welfare and financial resources for HE students</p> <p>To work within the HE team to support students, course delivery and the operation of the HE building</p>
<b>Specific Duties:</b>	<p>To support students with a range of issues e.g. disability, student loans and grants, financial issues/problems. To undertake accurate record keeping of support needed by students using online College system</p> <p>To provide advice and support in relation to accessing DSA, including access to equipment and specialist support where appropriate</p> <p>To agree exam access arrangements for students and to assist in the coordination and invigilation of exams for students requiring additional support.</p> <p>To maintain a varied and complex caseload of disabled students, establish the impact of the disability on their studies and determine and coordinate the subsequent individual adjustments they need in order to engage with their learning</p> <p>To identify and record students requiring risk assessments</p> <p>To prepare bespoke person-centred student support plans/individual learning plans for dissemination to academic and support staff as appropriate</p>



**Specific Duties  
Cont.**

To understand and act in accordance with the college's obligations under the Equality Act 2010

To organise and record Study and Student Wellbeing meetings

To carry out initial dyslexia screening assessments

To provide advice and information to students and staff on support available relating to specific learning difficulties and to establish an online TPC HE Student support presence

To manage the hardship fund applications: assessing eligibility and liaising with finance and senior management as appropriate

To respond to student representative matters in liaison with the HE DTLs, PTL and Lead Student Representative

To support tutorial activities within the HE provision both directly and through the preparation of material and activities

To maintain close liaison with partner universities, outside agencies and the College Finance, Learning Services and Student Services Teams

To attend open events in order to provide advice and information to prospective students on Student Finance and support available relating to specific learning difficulties

To assist with the organisation of meetings, conferences, talks and other HE related events including general administration and minute taking when necessary

To facilitate key events in the HE calendar

**General  
Requirements:**

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.

To act responsibly in using resources including contributing and complying with efforts and initiatives to reduce carbon emissions.

To maintain the highest standards of professional behaviour at all times (including compliance with the staff Code of Conduct), with a positive and student focused approach.

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.

All members of staff are required as part of their duties to accept responsibility for safeguarding, Prevent and promoting the welfare of children and vulnerable adults.

## PERSON SPECIFICATION



## Higher Education Student Support Advisor

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

- Experience and knowledge of working with people or the enthusiasm to learn.
- Experience and knowledge of work in the disability / learning support sector.
- Experience and knowledge of Higher Education student support.
- Knowledge of personal support services available to students.
- Very good organisational and administrative ability.
- The ability to take Minutes of meetings.
- A mature and understanding outlook on life
- 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.

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