

## JOB DESCRIPTION

<b>Post:</b>	Higher Education Student Support Advisor
<b>Responsible to:</b>	Deputy Dean for Student Experience
<b>Salary:</b>	£23,492 - £25,580 pro rata (£10,454 - £11,383 per annum) Scale 4 (Pt 21 - 24) Part Time, 18.5 hours, Term Time Only, 40 Weeks Wednesday-Friday
<b>Conditions of Service:</b>	Truro and 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>

## **Specific Duties:**

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 and to support in development of new systems.

To provide advice and support in relation to accessing DSA, including access to equipment and specialist support where appropriate

To agree exam access arrangements for students and to assist in the coordination and invigilation of exams for students requiring additional support.

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 to engage with their learning

To identify and record students requiring risk assessments

To prepare bespoke person-centred student support plans/individual learning plans for dissemination to academic and support staff as appropriate

## **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.

# THE TRURO & PENWITH COLLEGE VISION

LOOK FURTHER REACH FURTHER GO FURTHER

## OUR AMBITIONS

### LOOK FURTHER

- **Aspiration:** Students gain the confidence and self-belief to set ambitious progression and career goals
- **Inspiration:** Students are inspired by interactions with staff, stakeholders and alumni

### REACH FURTHER

- **Triumph:** Students exceed expectation and achieve their full potential
- **Talent:** Expert lecturers with a passion for teaching, learning and assessment
- **T&PC Magic:** exceptional facilities, enrichment and opportunities

### GO FURTHER

- **Progression:** Students progress to competitive universities, apprenticeships and jobs that provide strong foundations for successful careers
- **Prosper:** Students develop the skills needed to flourish at university or in employment
- **Productivity:** Students gain the skills employers need, supporting the economy to thrive

## OUR VALUES

Our values, chosen by staff and students, provide the foundations for a high-performing inclusive culture in which our ambitions can be realised.

### WELLBEING

Looking after our own physical, social and emotional wellbeing; the most important foundation for a happy, healthy and prosperous future.

### ENGAGEMENT

Taking full advantage of the opportunities available to us, both at college and beyond.

### ASPIRATION

Wanting the best future for ourselves and having the self-belief that we can achieve it; looking beyond the horizon we may initially see.

### RESPECT

Playing an active part in creating positive inclusive communities, where everyone is valued and respected.