

ROLE DESCRIPTION

1. JOB TITLE: Progress and Academic Support Advisor

2. CONTEXT

West Herts College Group is a large general further education college with a large portfolio of courses for its local community including full-time and part-time further education, higher education, apprenticeships and community learning.

The Progress and Academic Support Advisor will motivate and inspire young people to contribute to wider College life. This includes a range of opportunities targeted at engaging learners and enhancing their time and participation at College.

3. MANAGEMENT ACCOUNTABILITY

Responsible to: Head of School

4. MAIN PURPOSE OF JOB

The purpose of this role is to inspire, support and mentor learners to successfully achieve their programme of study and progress onto positive destinations.

The role will consist of working with colleagues to review the progress of students, monitoring their attendance and promote positive behaviour, using consistent strategies to support students' wellbeing and readiness to learn.

5. DUTIES AND RESPONSIBILITIES

- Deliver the personal development framework that focuses on the skills development of personal, social, behaviour and welfare for learners enrolled on a study programme.
- Supporting curriculum teams to monitoring students' progress, identifying and addressing any students with barriers to learning
- Provide effective support to students on a 1:1 basis or in a group setting to support achievement, retention and progression onto positive destinations.
- Work with internal and external colleagues to provide employability and careers information, support and advice to students so that they are able to make informed decisions about employability and/or further/higher education opportunities.
- To promote the highest possible standards in customer care, equal opportunities and health and safety practices for the benefit of learners and the wider community served by the College.
- To safeguard and promote the welfare of children, young people and vulnerable adults served by the College.

- As an advocate for student attendance, punctuality and behaviour, work with colleagues to develop and implement a range of activities for students which have a key strategic focus and reflect the opportunities, issues, and challenges in the world outside of the College, which meaningfully engage and connect students with the College.
- Have a proactive interest in modern developments, social interests, and current affairs to champion social responsibility and positive citizenship in the adult world.
- To support students through a range of activities to independent learning as well as empowering students to manage their work loads, develop academic competencies, exam strategies and research skills.

6. GENERAL AND COLLEGE RESPONSIBILITIES

- Participate actively and flexibly in a range of College-wide activities, enrolment and marketing events and staff and student activities.
- Participate in team training and development to update skills and knowledge.
- Be aware of and comply with the health and safety legislation and other College requirements that are relevant to their post.
- All employees have a general duty in law to take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions.
- Understand and be committed to the College's Health and Safety Policy statement and the College's safety priorities and be aware of their contribution to such priorities.
- Demonstrate commitment and enthusiasm to promote the principle of equality and diversity in employment and service delivery
- Be familiar with and promote the Equality and Diversity Policy
- Be familiar with Safeguarding requirements as outlined in the Safeguarding Policy and comply with its requirements to safeguard and protect the welfare of children, young people, and vulnerable adults.
- Undertake such additional duties or projects as the Principal or line manager may determine from time to time, after consultation with the postholder.

NOTE: Please be aware that the duties and responsibilities outlined above are not exhaustive and may be varied from time to time after consultation with the jobholder. They do not form part of the jobholder's contract of employment.