

## STUDENT ADVISOR JOB DESCRIPTION

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**£18,000 per annum pro-rata (£9K)**

**18 hours per week**

**Fixed term until 31<sup>st</sup> July 2019**

### **Main Duties of Job:**

The Student Advisor will be responsible for providing education information and advice to new and existing students of Swarthmore both at the Centre and in Community settings.

### **General Duties:**

1. To meet all students new to Swarthmore to give information about our courses and assess their suitability for courses
2. Attend final classes to encourage purposeful progression for existing students
3. Identify any support needs that may be required for the student to attend class and communicate these needs to the Curriculum Manager
4. Develop and maintain relationships with community organisations and visit groups to encourage progression to attend classes at Swarthmore Centre
5. Attend Job Centre Plus centres to promote Swarthmore courses and enrol students as requested by JCP
6. Attend any promotional events as required
7. To inform and signpost students to other relevant providers
8. To undertake any necessary training appropriate to the job
9. Liaising regularly with the line manager and other managers or members of staff as appropriate to keep them informed of progress
10. Maintain accurate records and report on outcomes of student advice sessions
11. Practical commitment to the integration/inclusion, of people with learning disabilities, and to providing equality of opportunity within the advice & guidance service
12. To work within the policies and procedures of Swarthmore Education Centre at all times
13. To promote and fully support the mission of Swarthmore Education Centre

***This Job Description sets out the duties of the post at the time it was drawn up.***

***The post holder may be required, from time to time, to undertake other duties as may be reasonably expected.***

## STUDENT ADVISOR PERSON SPECIFICATION

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### **Essential Knowledge and Experience**

- Ability to offer a student focused service that motivates and inspires them to engage in education at Swarthmore
- Ability to advise and recommend possible progression routes available to students
- Ability to keep records and report on targets and outcomes
- Experience of offering one-to-one and / or group support
- Experience of working in community settings with a variety of groups
- Ability develop and maintain good relations with community groups or agencies
- Ability to develop your own area of work, and design materials which respond to new needs and interests

### **Desirable Knowledge and Experience**

- An understanding of the additional support available to people with learning disabilities or basic skills needs

### **Essential Qualifications**

- Good general level of education with L2 (or equivalent) maths and English qualifications

### **Desirable Qualifications**

- NVQ Level 3 in Advice & Guidance (or willingness to undertake further training)

### **Essential Personal Skills**

- Excellent interpersonal and written communication skills to support all aspects of the role
- High level IT skills, including Word, Excel and Outlook
- Good record keeping skills