

**Job Description**

**Student Progression Advisor**

**Job Title:** Student Progression Advisor

**Hours:** 36 hours per week, 39 weeks per year to cover term times

**Grade:**  Scale 6/SO1

**School:** School of Business

**Reporting to:**  Section Manager for Business

**Main Scope of the Post**

To support the academic success of individual students by providing personal support through: regular guidance; tracking and target setting; referral to other support services as appropriate; contributing to student progression and career plans; contributing to the development of the skills, knowledge and attributes needed for work and life as an effective citizen. A key focus of this role is to provide individual support via one-to-one interviews. Additionally, you will lead on providing core elements of the college employability agenda.

**Duties of the Post**

1. Implement the Tutorial policy and deliver a Tutorial curriculum to groups of students so they are actively involved and maintain good punctuality, attendance and behaviour.
2. Implement core aspects of the college Employability Agenda and any work related to the work experience for learners.
3. Undertake an agreed number of individual one to one interviews with a focus on target setting for academic success, and record these on the College’s Individual Learning Plans on ProMonitor.
4. Provide pastoral support for designated groups of students and ensure appropriate cross college support where necessary, and recording this activity on ProMonitor.
5. Work closely with target students, their parents/carers and colleagues to ensure the students maintain good punctuality, attendance and behaviour on all aspects of their learning programme and meet assignment and other work deadlines.
6. Maintain effective and detailed individual records for each tutee.
7. Ensure students have undergone appropriate initial and diagnostic assessments and are receiving appropriate learning and learner support.
8. Assist in the personal and social development of students by providing appropriate guidance and support, help with time management and organisation of their studies.
9. Help develop tutorial resource materials for major curriculum pathways.
10. Meet regularly with your Head of School to ensure that the tutorial policy is implemented consistently.
11. Contribute to the UCAS process and other careers education work as required.
12. Support the Head of School in collecting and recording statistical data and other impact evidence for the work of SPAs (Student Progression Advisors).
13. Deal sensitively with confidential information. Understand and actively implement the college Safeguarding and Prevent policies.
14. To attend termly case conference / progress review and team meetings as directed by the Head of School
15. Adhere and comply with the college financial regulations.
16. Promote a positive image of the college in all contact with students, employers and professional bodies.
17. Work closely with the attendance coordinators to ensure attendance targets are met and follow the related college policies and guidelines.
18. Undertake various responsibilities that may be required from time to time, including parents’ evenings, open days and enrolment duties when required.
19. Carry out any other reasonably comparable duties that may be required from time to time.

### **OTHER DUTIES**

1. To promote the efficiency and effectiveness of the School/Section.
2. To contribute to the management of learners throughout the College.
3. To participate in a programme of personal staff development, staff conferences, mentoring and appraisal systems, appropriate to both individual and College needs.
4. To support the ethos of Harrow College, its marketing and recruitment activities.
5. To participate fully in the development of effective teams throughout the College.
6. To maintain the highest standards in accordance with policies of the Corporation.
7. To support and implement the College’s Equality and Diversity Policy to support the College’s commitment to Safeguarding and promoting the welfare of children, young adults and vulnerable adults.
8. To comply with all relevant Health and Safety regulations and assist the College in the implementation of its own Health and Safety policy.
9. To assist with promotion, supervision, management and administration of such College activities as may be required from time to time. In particular to support the enrolment activities of the College at busy times.
10. To carry out other duties as may reasonably be required from the Head of School. Carry out such other duties as may reasonably be required by the Line Manager.

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| **Further Education is an ever-changing service and all staff are expected to participate constructively in College activities and to adopt a flexible approach to their work. This job description will be reviewed annually during the appraisal process and will be varied in the light of the business needs of the College.** |

**Student Progression Advisor: Person Specification**

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|  | Essential | Desirable | How assessed?\* |
| Qualifications |  |  |  |
| Qualified to Level 3 or equivalent, with English and Maths achieved to GCSE Grade C/4 or equivalent | **✓** |  | AF/Cert |
| AET qualification or willing to obtain | **✓** |  | AF/Cert |
| Knowledge, Skills and Experience |  |  |  |
| * Experience of teaching, or of delivery and engaging with groups of young people
 | **✓** |  | AF/IV |
| * Experience of supporting learners
 | **✓** |  | AF/IV |
| * Experience of coaching, one-to-one individual target setting, career and progression planning, and direct support and interventions for students/young people
 |  | **✓** | AF/IV |
| Ability to meet the needs of learners with different abilities, learning styles and behaviour | **✓** |  | AF/IV |
| * Ability to identify potential barriers to learning and engage in strategies to overcome these
 | **✓** |  | AF/IV |
| * Awareness of teaching and learning delivery methods/willingness to learn
 | **✓** |  | AF/iV |
| Subject knowledge in the relevant curriculum area |  | **✓** | AF/IV |
| Excellent communication skills, written and verbal | **✓** |  | AF/IV |
| * Ability to write precise reports and reviews and keep up-to-date records
 | **✓** |  | A/IV |
| Good working knowledge of Microsoft Office packages and systems/databases | **✓** |  | AF/IV |
| Good numeracy and literacy skills | **✓** |  | AF/T |
| Good organisation and administrative skills | **✓** |  | AF/IV |
| Good understanding of and commitment to Equality and Diversity and Safeguarding & Prevent policies | **✓** |  | AF/IV |
| Personal Attributes |  |  |  |
| Enthusiasm for and commitment to learners’ success | **✓** |  | AF/IV |
| Good time management and ability to prioritise | **✓** |  | AF/IV |
| Willingness to travel between campuses and off site when required | **✓** |  | AF/IV |
| Ability to work effectively as part of a team | **✓** |  | AF/IV |
| Ability to work unsupervised and use own initiative | **✓** |  | AF/IV |
| Willingness to work flexibly when required | **✓** |  | AF/IV |
| Competencies*Support staff should be able to demonstrate competency in the following areas:* Communication; Planning and Organising; Working Together; Customer Service; Adaptability/Flexibility | **✓** |  | AF/IV  |

\*Evidence of criteria will be established from:

AF = Application Form: IV = Interview; T = Test (Micro-teach/Skills test); Cert = Certificates checked on induction