

LEEDS COLLEGE OF BUILDING

JOB DESCRIPTION

POST: PERSONAL ADVISOR

RESPONSIBLE TO: Student Services Manager

RESPONSIBLE FOR:-

Main purpose of post:

You will provide a comprehensive advisory and pastoral support service to students and potential students. This will involve impartial guidance, safeguarding support, ensuring smooth admissions/enrolment processes and providing and/or arranging subsequent on-programme non- academic tutorial support for all students.

Duties:

1. To provide a comprehensive advisory service to all students and prospective students.
2. To provide impartial guidance to prospective students regarding appropriate College learning programmes.
3. To provide guidance and/or appropriate referral on financial matters and undertake any necessary on-programme administration and/or support, including:
 - Travel assistance
 - Childcare provision
 - Student Support Funds
 - Emergency Loans
 - Accommodation
4. To undertake the duties of Safeguarding Officer as described in the Safeguarding Children and Vulnerable Adults Policy as necessary.
5. To monitor and maintain student services records and to produce statistical information as required.
6. To provide guidance and/or referral on personal support needs.
7. To liaise effectively with curriculum areas in order to develop and update learning programme information and admission procedures.
8. To enrol students as agreed with curriculum areas and DIS.
9. To act as personal contact for all students on non-academic matters throughout the duration of their study programme.
10. To organise and deliver both one to one and group tutorials.
11. To refer students who require specialist counselling to external agencies.
12. To assist in the production and dissemination of student services information.

13. To liaise with secondary schools/external agencies.
14. To contribute to the organisation of and to attend College Open Events and other events, internal or external, which focus on student recruitment.
15. To contribute to the collation and dissemination of information on student recruitment, admissions and retention.
16. To contribute to the updating of the student information handbook/prospectus.
17. To participate in any required training and development activities as identified in the Unit or personal reviews.
18. To contribute to structured Quality reviews as requested.
19. To be aware of and abide by the College health and safety procedures and associated policies.
20. To proactively implement the College's policies and procedures.
21. Any other duties commensurate with the post of Personal Adviser and any other duties as may reasonably be requested by the Principal or Student Services Manager.

This job description outlines the main duties and responsibilities in general terms only and is not intended to be prescriptive. As a member of the Student Services team, the postholder will be expected to work in a flexible, proactive manner and carry out such duties as are necessary to ensure the effective delivery of student services.

Please Note:

As Leeds College of Building meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, all applicants who are offered employment will be subjected to a disclosure from the Criminal Records Bureau before the appointment is confirmed. This will include details of cautions, reprimands or final warnings, as well as convictions. Further information on disclosure can be obtained from www.disclosure.gov.uk

The College is committed to safeguarding children, young people and vulnerable adults. It is also committed to the 'Prevent Duty' and the requirement to prevent people being drawn into terrorism and expects all staff to share these commitments.

Date:	Signature
Issue: 4	Ref: Jobdesc/Personal Advisor (Student Services)

This job description will be reviewed annually as part of a process of performance review.

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PERSONNEL SPECIFICATION

POST: PERSONAL ADVISOR

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
RELEVANT EXPERIENCE	Relevant experience in guidance/mentoring related work Effective liaison with external agencies Knowledge of Further Education Knowledge of progression routes (NVQs/GNVQs/National Diplomas etc) Knowledge of office routine and procedures Working with young people providing pastoral support	Conducting initial assessment of students' skill levels in literacy and numeracy Knowledge of HE Knowledge of Safeguarding	Application Form Interview
EDUCATION & TRAINING	NVQ Level 3 in Advice & Guidance or similar Level 3 qualification Willingness to undertake any training associated with the post Possession of (or willingness to achieve) Level 2 Literacy and Numeracy e.g. GCSE Maths and English Language grade A*-C	Degree in related area	Application Form Qualification Certificates
SPECIALIST KNOWLEDGE AND SKILLS	Good IT Skills Ability to input data accurately Excellent Organisational & Administration Skills Excellent Interpersonal skills Excellent written & verbal communication skills Ability to set clear targets and evaluate outcomes Ability to work with young people both on a one-to-one or group basis Ability to organise and deliver effective tutorials Good presentation skills	Knowledge of Microsoft software (Word/Excel/Access/PowerPoint) Awareness of issues affecting young people – drug and alcohol awareness etc Safeguarding procedures	Interview/Test
ADDITIONAL FACTORS	Ability to manage time effectively & work to targets & deadlines Ability to manage own caseload Ability to work as part of a team Ability to motivate young people Flexibility regarding working hours and availability to attend occasional external events to 9.00 pm and some Saturdays Flexibility to work across all College sites Commitment to customer care The College is committed to safeguarding children, young people and vulnerable adults. It is also committed to the 'Prevent Duty' and the requirement to prevent people being drawn into terrorism and expects all staff to share these commitments.	Valid full driving licence	Interview

Please note that the College expects regular and reliable service from staff and does not wish to appoint individuals with a high sickness record where there is no underlying medical reason. Please note this does not affect any individual's rights under the Disability Discrimination Act; the College would wish to promote the recruitment of disabled staff and would endeavour to make reasonable adjustments where practical. Disabled staff who meet the essential criteria will be guaranteed an interview.