Job Description

Post: Learning and Study Centre Advisor

Hours: 30 hours

Responsible to: Learning and Study Centre Manager

Summary of post: To play a crucial role in facilitating and overseeing the independent learning

of large groups of learners with curriculum-based work. This position

involves providing guidance, support, and resources to enhance their

learning skills, study strategies, and academic success. The Advisor

collaborates with curriculum staff, faculty, and other academic support

services to develop and implement programs that foster effective learning

and self-directed study habits.

Leading Learning:

1. Facilitate independent learning for large groups of learners by providing guidance on

effective learning strategies.

2. Collaborate with curriculum staff to understand the curriculum and develop strategies to

support learners in their independent study.

3. Encourage learners to find imaginative and varied approaches to overcome learning

challenges and meet their personalised targets.

4. Offer guidance on time management, organization, note-taking, exam preparation, and other

study skills.

5. Promote self-directed learning and encourage learners to take ownership of their academic

progress.

6. Stay updated on research and best practices related to learning and study skills, and

incorporate them into program development.

Leading People:

7. Collaborate with curriculum staff and faculty to ensure a coordinated approach to supporting

learners' independent study.

8. Act as a resource person for curriculum staff and faculty seeking guidance on facilitating

independent learning.

9. Foster a supportive and inclusive learning environment by building a good rapport with

learners.

10. Ensure Learners consistently meet professional standards and expectations by employing

effective behaviour management strategies within the study centres and wider college.

11. Participate in departmental and campus-wide committees, meetings, and events related to

student success and academic support where required.

12. Maintain accurate and confidential records of learner interactions where required.

Leading Resources:

13. Develop and maintain an online repository of resources, study guides, and tutorials tailored

to the curriculum.

14. Assess and recommend learning resources, including technology tools and software, to

enhance learner engagement and success.

15. Ensure the availability and accessibility of learning resources for diverse learner needs.

16. Manage and allocate resources effectively to support learning programs and services.

General Duties and Responsibilities:

17. To participate in the Staff Performance Management processes and to undertake training

based on individual and service needs.

18. To engage in the College’s Professional Development (CPD) scheme to develop yourself in

your role and the team.

19. To take a lead in creating and to promote a positive, inclusive ethos that challenges

discrimination and promotes fairness, respect, equality and diversity.

20. To comply with all College policies and guidelines in respect of your role, including health &

safety, data protection and safeguarding.

21. To demonstrate positive personal and professional behaviour as specified in the College Code

of Conduct.

22. To undertake continual CPD to support the College culture of continuous improvement and

to keep up to date with the skills required to fulfil the role.

23. To undertake any other duties commensurate with the role, as may be reasonably requested.

24. To take responsibility for protecting staff and learners and apprentices from all preventable

harm as per College Safeguarding procedures.

25. To work across any College campus in order to undertake duties consistent with the post.

Please note: This job description is a guide to the work you will be required to undertake. It

summarises the main aspects of the job but does not cover all the duties that the job holder may

have to perform. It may be changed from time to time to meet changing circumstances