

### **Job Description**

<b>Post:</b>	Learning and Study Centre Advisor
<b>Hours:</b>	37 hours
<b>Responsible to:</b>	Learning and Study Centre Manager
<b>Summary of post:</b>	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 facilitate, 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, resources and best practices related to learning and study skills and incorporate them as part of student development to support their progress.

#### **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 and resource requirements.
9. Foster a supportive and inclusive learning environment by building a good rapport with learners across all centres.
10. Ensure Learners consistently meet professional standards and expectations by employing effective behaviour management strategies within the learning and 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. Learn the related systems required to facilitate Learning Resource Centres to develop and maintain an online repository of resources, study guides, and tutorials tailored to **the** curriculum requirements.
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.