



Westminster Kingsway College
Job Description and Person Specification

Post:	Developing Academic Study Skills (DASS)
Contract:	Permanent
Hours:	Full time
Reporting to:	Head School/Curriculum Manager – Access to Higher Education
Location:	Soho/Victoria
Salary:	£28,846 – £37,609 per annum (Depending on Experience)

Key Purpose

The academic advisors will help students on the Access to Higher Education course recognise and achieve their educational goals. They will help students recognise their academic strengths and help students develop the skills they will need to be successful at WKC and beyond

The post holder will support students from a range of academic backgrounds developing a range academic and study skills required for success on the Access to Higher Education course. The postholder will focus on the development and delivery of academic study skills thereby breaking down barriers to accessing study and supporting successful outcomes for students.

Main Duties and Responsibilities

- To support students returning to education and undertaking an intensive preparation for HE courses.
- To deliver a level-3 academic skills module for students and support their development of skills in improving their own learning and performance.
- Seek to enhance the quality of education and provision by ensuring that high standards of teaching and learning are maintained on the relevant courses to which the tutor contributes
- To have responsibility for the assessment of the academic skills portfolio for the students in their personal tutor groups.
- To facilitate group dynamics and foster group identity as an integral part of the Fastrack Programme.
- Use teaching and learning strategies, which encourage student involvement and advance their independent learning in preparation for higher education.
- To provide advice and guidance to students undertaking the programme and to assist them in organising their work on an individual or group basis.
- To liaise with other tutors and staff in respect of providing appropriate support for students.
- To attend planning meetings and preparation meetings in respect of the course as necessary.

- Identify issues early with students including low attendance, declining grades etc. and be proactive in identifying and organising timely intervention strategies that are not making the levels of progress that they are capable of.
- Promote and target students towards personal development opportunities that will stretch and challenge all students.
- Help direct and support students' progression to an identified next step.
- Work with and support students with strategies that break the link between lower levels of educational attainment of those with perceived disadvantages.
- To promote an aspirational culture for student punctuality, attendance and retention in liaison with personal tutors and designated course team, in order to improve performance and meet College targets.
- To take an active role in reviewing the curriculum, learning and teaching strategies and to monitor quality in order to promote continuous improvement.
- To contribute to the general development of the curriculum and pedagogic practices within the Access to HE provision.

General duties

- Promotes all College policies, particularly those which refer to equality of opportunity. Maintain standards of student behaviour and Safeguarding young people and vulnerable adults.
- To implement Health and Safety and Security procedures in accordance with statutory and College requirements.
- To actively participate in continuous professional development.
- To work with the School Management Team to ensure appropriate arrangements for class cover are in place.
- To undertake any other duties consistent with the key objectives and/or main duties of the post.

Expectations of the Post Holder

- To demonstrate model behaviours that, at all times, are consistent with an open, inclusive and participative style.
- To be proactive in identifying and pursuing opportunities that are appropriate to maintaining his/her professional development, and actively participate in the Group's appraisal scheme.
- To carry out his/her duties at all times with due regard to the Group's policies, including Safeguarding, Health & Safety, Equal Opportunities, and Data Protection, and participate in training as and when required.
- To work flexibly and to undertake such other duties that may reasonably be allocated by the line manager.

Special Conditions

- The nature of this post means that the post holder may need to travel from time to time to other College centres and external venues.
- The post holder will be contracted to work for a defined number of hours per week but it is a requirement of this post that the holder will flex these hours to reasonably meet the needs of the service, which may include working occasional evening and weekends.
- This post falls within the scope of the regulations requiring a Disclosure & Barring Service (DBS check).

All teaching staff at the College are expected to support students to develop their English and Maths skills, using teaching, learning and assessment opportunities within the curriculum or through the delivery of Additional Learning Support, to do so. You will be expected to mark students' work carefully and thoroughly, giving advice on how it could be improved, and also correcting spelling, grammar and vocabulary when necessary.

Newly appointed staff without a Level 2 English and Maths qualification will be supported with in-service training to develop their professional skills to enable them to confidently develop the English and Maths skills of their students.

N.B. This job description is designed to outline a range of main duties that may be encountered. It is not designed to be an exhaustive listing of tasks and can be varied in consultation with the post holder in order to reflect changes in the job or the organisation.

EDI

We value diversity and positively welcome applications from all backgrounds. This will help ensure our workforce better reflects the diverse wider community we support. Applicants who declare a disability meeting the minimum criteria for the role will be guaranteed an interview.

SAFEGUARDING

We are committed to safeguarding and promoting the welfare and safety of our students and expect everybody working for the Group to share this commitment. We actively seek DBS enhanced clearance checks for applications of employment as part of our safeguarding procedures.

Person Specification

	Criteria	Essential	Desirable
Qualifications / Professional Development	A recognised teaching qualification		X
	A relevant degree in either science, social sciences or humanities subject	X	
	Coaching qualification		X
Knowledge / Experience	Understanding of assessment strategies and a track record of using data to improve rates of student progress and student outcomes		X
	Experience of tutoring		X
Skills / Abilities	The ability to enthuse and inspire students.	X	
	Rapport building and effective outcome-based relationships; overcoming challenges in attitude and behaviour which form barriers to work.	X	
	The ability to support others through change and in a way where others feel motivated.	X	
	A strong sense of purpose and the drive to achieve agreed goals.	X	
	Good written skills.	X	
	Good oral/interpersonal skills.	X	
	Good organisational skills.	X	
	IT skills.	X	
Safeguarding young people and vulnerable adult	Commitment to learners and learner achievement.	X	
	A strong understanding of and commitment to safeguarding young people and vulnerable adults. <ul style="list-style-type: none"> • motivation to work with young people/Vulnerable adults • ability to form and maintain appropriate relationships and personal boundaries with young people/vulnerable adults • attitudes to use of authority and maintaining discipline. 	X	