



## Higher Education Learning Support Specialist

**Title:** Higher Education Learning Support Specialist

**Grade:** AL

**Hours:** VH

**Activity:** Regulated

**Responsible to:** SEN Manager

### Key role objectives

To support the provision of an exceptional student experience by providing Higher Education (HE) specialist learning support:

- a) Teach and support HE learners to overcome barriers to the help them achieve their full potential on their course.
- b) Complete accurately and timely student support records in accordance with DSA procedures and policies.

### Main Responsibilities

#### 1. Teaching, Learning and Assessment: provision of Specialist Learning Support

- 1.1 Participate in the student interviews and establish HE learning support arrangements.
- 1.2 Provide HE learning support and study skills on a one to one or small group basis.
- 1.3 Prepare learning support individual learning plans (ILPs), session plans and reviews of progress in line with DSA policies and procedures.
- 1.4 Provide ongoing assessment and feedback to HE students by working on study skills both relevant and appropriate to HE students' learning needs and goals.

- 1.5 Arrange and monitor student attendance, and follow up absence in accordance with DSA policies and procedures.
- 1.6 Contribute to the maintenance of an effective, efficient and professional learning environment.
- 1.7 Ensure resource materials and teaching reflect best practice, contributing to the quality of provision as measured by retention, attendance, success rates, grades and value added.
- 1.8 Participate in appropriate quality assurance procedures including collection and learner feedback.
- 1.9 Maintain accurate and detailed student records in line with DSA policies and procedures.

## **2. Monitoring, mentoring and supporting HE learners**

- 2.1. Work under the supervision of the DSA Supervisor for an allocated caseload of learners.
- 2.2. Provide support and monitor student progress towards achieving outcomes; maintain accurate records and report information to the DSA Supervisor.
- 2.3. Liaise with tutors, teaching staff & support staff engaged with HE learners.

## **Additional Duties**

Promote a teaching, learning and working environment that is free from discrimination and where all students and staff are encouraged to express their individuality.

Be responsible for safeguarding and promoting the welfare of students.

Undertake such additional duties as may be reasonably required commensurate with the level of responsibility within the College at any of the College's sites or place of work.

Promote and conduct your professional duties and responsibilities within the parameters of the College's agreed values and aims.

Reviewed: June 2018

# Person Specification

## Higher Education Learning Support Specialist



Criteria		How Evaluated	
		Application	Interview
<b>Experience</b>	<p><b>Essential:</b></p> <ul style="list-style-type: none"> <li>- Experience of planning, delivering and reviewing successful programmes of learning at L3 or beyond.</li> <li>- Successful experience of supporting the learning of individuals with <b>specific learning difficulties</b>, neurodiversity or mental health difficulties or other barriers to learning.</li> </ul>	<p>✓</p> <p>✓</p>	<p>✓</p> <p>✓</p>
<b>Skills &amp; Abilities</b>	<p><b>Essential:</b></p> <ul style="list-style-type: none"> <li>- Excellent communication and interpersonal skills.</li> <li>- Confidence to use/ train students to use assistive technology</li> <li>- Excellent organisational, record keeping and time management.</li> </ul>	<p>✓</p> <p>✓</p> <p>✓</p>	<p>✓</p> <p>✓</p> <p>✓</p>
<b>Qualifications</b>	<p><b>Essential:</b></p> <ul style="list-style-type: none"> <li>- Degree or similar level of qualification.</li> <li>- Teaching qualification (completed or underway).</li> </ul>	<p>✓</p> <p>✓</p>	

	<ul style="list-style-type: none"> <li>- Must have professional membership of one of the following: <b>PATOSS</b> (full or associate membership) <b>BDA</b> (full professional membership) <b>ADSHE</b> (professional membership) <b>Dyslexia Guild</b> (member, associate or fellow)</li> </ul> <p><b>Desirable:</b></p> <ul style="list-style-type: none"> <li>- SpLD Assessment Practising Certificate / Exam Access Arrangements</li> <li>- Specialist mentoring qualification: Autism: Supporting families) or NAS tutor-led course 'Understanding Autism' or 'Introduction to autism and the SPELL framework' or- other training that is officially recognised by the DSA.</li> </ul>	✓	
<b>Personal Qualities</b>	<p><b>Essential:</b></p> <ul style="list-style-type: none"> <li>- Enthusiastic and able to motivate learners.</li> </ul>		✓
<b>Mandatory requirements</b>	<p><b>Essential:</b></p> <ul style="list-style-type: none"> <li>- Commitment to safeguarding and promoting the welfare of children and vulnerable adults in College</li> <li>- Commitment to equality and diversity</li> </ul>	✓ ✓	✓ ✓



# Exeter College Values

At Exeter College we are committed to being an exceptional College. Therefore all employees will be expected to demonstrate our Exeter College Values.

## VISION

To be an exceptional college.

## MISSION

To shape the future of education by delivering excellence in all aspects of our work, in order to realise the ambitions of our learners, city and region.

