

JOB DESCRIPTION

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| Job title: | Learning Advisor |
| Reporting to: | Head of Student Services |
| Hours: | Full Time – 35 hours per week, including weekends, 52 weeks per year |
| Salary: | £27,511 per annum |

The post will be working within Student Support and based in the Learning Hub. The post-holder will be responsible for supporting students on all pathways and courses of study at the UCO. The post-holder will deliver workshops and provide guidance on learning resources available in the Learning Hub. The post-holder will proactively manage, develop and promote the delivery of learning resources available within University College of Osteopathy in a manner that helps to enable the achievement of the educational aims and objectives of the University.

The post-holder will provide a range of learning resources that meet the learning, information, leisure and cultural needs of students and to provide teaching staff with appropriate curriculum support materials. Some evening and weekend work will be required.

Main Duties

Learning Support

- To provide learning support via appointments and drop-in sessions to all UCO students, remotely and on campus, on an individual basis and in small groups,
- Provide tailored one-to-one study skills sessions for students who have Specific Learning Difficulties.
- To create Individual Learning Plans for students and to develop independent learning and study skills strategies using a range of methods,
- To provide specific guidance and develop resources to support students who have English as an additional language,
- To screen students for dyslexia and refer when appropriately,
- To provide support in the use of assistive technology for students with specific learning difficulties,
- To deliver workshops and seminars to promote effective learning and study skills appropriate to the study of osteopathy.
- To help students interpret feedback after formative and summative assessments and help them to create a plan of action.
- To liaise with course teams to ensure that the learning needs of all students are met, and they are made aware of any identified needs in a timely manner,
- To develop materials which promote not only an increased awareness of learning difficulties, but that also address effective learning, and widening participation,
- Record and contribute to statistical data and keep full and accurate records of support relating to the students' engagement and progress and signpost to other resources and sources of support as required,
- To contribute to the Mentoring System for senior students and recent graduates.

Learning Hub

- Select, manage, and maintain all learning resources,

- Support Head of Student Services to manage the learning resources budget effectively and prepare reports on stock, usage and development needs,
- Proactively ensure effective and efficient use of learning resources management systems to maintain catalogue records and monitor use of learning resources,
- Develop, implement, evaluate and maintain library strategies and policies which help and support an all-inclusive environment for all learners,
- Coordinate with course team to develop learning resources that ensures the provision of relevant resources to cover all areas of the curriculum,
- Assist the research department in the delivery of research-related workshops on referencing, citation and effective research methods,
- Develop and manage an open-access research repository and support the research team in its functions related to this,
- To manage and coordinate the Copyright Policy and procedures, ensuring compliance and providing support to staff and students on related matters,
- Delivering circulation services including the issue and return of learning resources, creating and amending borrower records and handling payments of overdue/lost items,
- Proactively contribute to develop and manage the Learning Hub's presence across a range of social media and digital platforms,
- Providing training seminars to both students and staff about the effective use of learning resources including electronic resources,
- To maintain a working knowledge of apps and online resources in order to model them to students, ensuring that we can provide them with accessible resources.

General Duties

- Participate in staff meetings and attending staff developments and training events,
- To work flexibly and responsibly and undertake other duties as required by the Head of Student Services.
- Represent Student Support at UCO Committees as required to by the Head of Student Services.
- To have a good understanding of the Student Support Department and to signpost students to other resources and sources of support as required and liaise with relevant staff regarding this,
- To participate in internal networking to facilitate knowledge and good practice, actively promoting the Learning Hub; services and resources to both staff and students,
- To contribute to the production of information on BONE and the UCO website.
- Undertake relevant CPD to enhance effectiveness within the post.

PERSON SPECIFICATION

Essential Criteria

- First degree or equivalent
- Post-graduate Qualification in Dyslexia/Specific Learning Difficulties or a willingness to work towards one.
- Excellent communication skills, both written and spoken
- Significant experience in educational guidance and/or learning support
- Interest in course development and educational innovation
- Ability to make and effectively communicate decisions about student work within appropriate guidelines
- Ability to communicate with staff at all levels
- Willingness to contribute to Faculty days/weekends
- Flexible availability so as to enable face-to-face communication with all UCO students
- Efficiency in administration
- Ability to work to deadlines, showing a high level of organisation and planning
- Understanding of relevant issues within education and assessment
- Awareness of confidentiality when dealing with personal information
- Excellent social and communication skills
- Willingness to learn new skills and knowledge
- Ability to promote osteopathy and the UCO positively at all times.

Desirable Criteria

- A recognised qualification or experience in supporting foreign language students
- Academic Research
- Working knowledge of the assistive technology available to support students with specific learning difficulties (such as ClaroRead and Audio-note taker)
- Experience of working with part time and or distance learning students.