

JOB DESCRIPTION

JOB TITLE: ADMINISTRATIVE ASSISTANT – Inclusive Learning, ESOL and Counselling

LINE MANAGED BY: ASSOCIATE PRINCIPAL

JOB PURPOSE & OBJECTIVES To be responsible to the Associate Principal, through the Curriculum Manager, for the provision and administration of a dedicated co-ordination of Extended Learning Support.

KEY TASK SUMMARY Provide dedicated support, co-ordination and administration for Extended Learning Support and The Learning Hub. Provide support to the Associate Principal and Curriculum Manager.

KEY TASKS

Organisation of Support for Learning Assistants, particularly in relation to class support, interview support and student assessments. Allocating additional duties if/when support is cancelled without warning.

Answering queries from students looking for additional support in College & maintaining appointment system for students. Act as main point of contact for drop-in visits to the Learning Hub.

Work alongside Extended Learning Support and Learning Hub lecturers to ensure student support is promptly allocated at the start of each session.

Allocate and co-ordinate student support with Support for Learning Assistants. Liaise with Lecturers & Curriculum Managers across all Departments to ensure effective support for students.

Production of minutes, reports and records related to Inclusive Learning.

Development and maintenance of Extended Learning Support and Learning Hub spreadsheets and databases. Liaise with MIS for audit purposes.

Collate, analyse and prepare information for reports, such as gathering data on efficiency, allocation of support hours, etc.

Maintenance of clear, organised and confidential systems for filing, information storage and retrieval.

Management & maintenance of Extended Learning Support appointment system.

Utilising TxtTools system or other appropriate channels to maintain contact with students receiving additional support within College; advising them of workshops, drop-in sessions, etc.

Management of Extended Learning Support stock, such as assistive technologies. Clear process for tracking students & lecturers borrowing equipment.

Production of letters, memos, minutes, reports and records.

Liaise with internal and external contacts as required.

Corporate Statements and Values

VISION:

To be Scotland's leading provider of college education and training.

Mission:

To ensure learners are well prepared for the future by developing their skills, knowledge and understanding in a high-quality learning environment.

Ethos:

We believe in:

- Promoting equality and diversity
- Being passionate about our work
- Continual improvement
- High achievement
- Listening and acting on feedback
- Sustainability
- Community and social value
- Promoting health and safety
- Innovation

This job description is not intended to detail all tasks undertaken, but simply highlight a number of major tasks of the post. The post holder may be required to undertake additional duties which might reasonably be expected and which form part of the function of the post.

This job may be amended in future to reflect the changing duties of the post.

Date Updated: Dec 2024