

## JOB DESCRIPTION

**Job Title:** EDUCATIONAL LEARNING SUPPORT ADVISOR

**Responsible to:** DEPUTE HEAD OF STUDENT SERVICES

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### JOB PURPOSE & OBJECTIVES

To be responsible to the Depute Head of Student Services to ensure the high-quality delivery of a responsive, individually tailored support to students to meet their specific needs and assist them in achieving their learning goals.

To undertake assessments to identify students' learning needs and barriers to ensure that students with additional support needs receive the necessary assistance to thrive academically and personally.

### Duties and Responsibilities

- To work collaboratively under the direction of the Support Services and Wellbeing Manager to support the smooth running of the Educational Learning Support and Support for Learning functional area.
- To identify and assess the needs of students who disclose an additional support need and make recommendations of reasonable adjustments and support measures across teaching, learning and assessment. This includes using standardised assessment tools for supporting student learning needs for dyslexia screening (i.e. DAST, Merles Irlen).
- Preparing and submitting applications for Further Education students to access Scottish Funding Council (SFC) Additional Support Needs Fund.
- Arrange, conduct and finalise individualised DSA reports for HE students as an accredited assessor. Ensuring diagnostic and supportive evidence is collated by working closely with students, in accordance with SAAS guidance, deadlines and audit requirements.
- Be responsible for developing, implementing and maintaining Personal Learning Support Plans. Create individualised support plans based on assessment evidence. Collaborate with teaching staff to implement these plans effectively, ensuring they are tailored to meet each student's unique needs within a teaching and assessment context.
- Organise and attend regular meetings with the student and appropriate staff/stakeholders to evaluate the effectiveness of the learning support

provision and where necessary make reasonable adjustments to the support plan.

- Work in partnership with the Student Experience ELS Administrator on the effective deployment of Learning Support Assistants to meet student's learning support needs.
- Be responsible for complying with Qualifications Scotland and quality assurance procedures for requesting and reviewing assessment and exam arrangements to support students, ensuring robust evidence of compliance. Work in partnership with Quality, Learning and Teaching Innovation (QLTI) teams to ensure learning support processes align with Qualifications Scotland requirements.
- As part of the individualised Learning Support Plan, prepare documentation for alternative assessment requirements. Ensure dissemination of documentation with QLTI, relevant staff, including CQM and with the student.
- Delivery of high-quality and effective interventions. Deliver targeted interventions to support students' learning and emotional wellbeing. Monitor and make professional decisions to adjust interventions as necessary to ensure their effectiveness and adapt to students' evolving needs.
- Work collaboratively and closely with learning and teaching and support staff to provide advice and deliver coordinated, high-quality support for learners.
- Engage and liaise with external agencies and stakeholders including SAAS, CITB, social work, education partners and other relevant organisations to support coordinated and holistic support for learners.
- Be responsible for maintaining and sharing accurate records of the learning support provision for internal and external audit purposes. Work collaboratively with QLTI and CQMs to adhere to compliance requirements for external agencies, such as SAAS, Qualifications Scotland, etc.
- Assist the Support Services and Wellbeing Manager in delivering training and development activities for staff.
- Contribute to the development and review of policies and guidelines related to additional support needs, inclusive education and mental health and wellbeing. Ensure compliance with relevant legislation and guidelines, such as

the Education (Additional Support for Learning) (Scotland) Act 2009, The Equality Act 2010.

- Contribute to the production of reports to update the Senior Leadership Team on the activity delivered in the ELS functional area.
- Participate in initiatives aimed at enhancing the educational experience for all students, including those with additional support needs. Represent the College at relevant internal and external meetings, events, seminars, forums and conferences.
- Maintain professional networks and links with sector bodies, including College Development Network and Education Scotland, contributing to national developments in learning support and inclusion.
- Contribute to research and implementation of new assistive technologies. Train students on new assistive technologies to increase student capacity and promote independent learning.
- Regularly engage in appropriate internal and external CPD opportunities to enhance skills, such as ASIST, safeguarding, GBV Prevention, inclusive learning practices, effective strategies for support, etc.
- Develop and implement strategies, events and activities to promote the mental health and emotional wellbeing of students. Provide guidance and support to staff on managing students' support requirements.
- Advocate for the needs and rights of students with additional support needs. Provide direct support and guidance to students, helping them navigate their educational journey and achieve their full potential.
- Contribute to the development and quality improvement of the Department in order to meet targets as outlined in the Departmental Operational Plan. Participate in team evaluation process to support the Operational Planning Process.
- Actively participate in appropriate College committees and working groups.
- Ensure compliance with all Health and Safety requirements as laid down in the College H&S Policy. Assess emergency evacuation risk where appropriate as part of the assessment process, identifying students who require a Personal Emergency Evacuation Plan (PEEP) and providing specialist professional advice to inform decision-making on appropriate arrangements.

- Undertake any other reasonable duties. The postholder is expected to work flexibly to contribute to the work of the College.

## WHO WE ARE

### ***Vision***

South Lanarkshire College is a further and higher education institution with a mission to create social and economic value for individuals, businesses and communities through learning, with a clear vision;

*“To inspire and transform lives through inclusive, innovative and sustainable education.”*

### ***Mission***

South Lanarkshire College has a clear mission to,

*“Deliver excellence in skills-based education to the workforce of the future creating social and economic value for individuals, businesses and the communities we serve through first-class teaching, learning and support.”*

This mission gives us a real sense of purpose. We exist because of our expertise in learning and teaching.



## VALUES

The College's values are vital in our collective ability to achieve continued success, and they define how we work together as Team SLC.

- **Togetherness:** visionary and transparent leadership, common purposeful goals and build on values.

- **Connectedness:** meaningful participation in decision-making, a listening organisation and developing collaboration.
- **Recognition:** culture of values-based recognition, celebration of individual and team contributions and effective, frequent praise.
- **Enablement:** providing valuable feedback, developing manager effectiveness and individualised training and development.
- **Motivating work:** autonomous working, learning organisation and meaningful work.

*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.*

*Last updated: March 2026*