

JOB DESCRIPTION

Job Title: **STUDENT ENGAGEMENT (ELS) ADMINISTRATOR**

Responsible to: DEPUTE HEAD OF STUDENT SERVICES

JOB PURPOSE & OBJECTIVES

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

To provide dedicated administrative support, co-ordination of appointments and maintaining of databases and records 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 & Wellbeing Manager to support the smooth running of the Educational Learning Support Team.
- To co-ordinate the Educational Support for Learning Assistants, particularly in relation to class support, interview support and student assessment arrangements.
- Be responsible for developing and maintaining databases, records, SharePoint and Webpages in relation to Educational Learning Support and other college support services.
- Supporting Higher Education students in their application to access Disabled Student's Allowance (DSA) and Further Education students with the Additional Support Needs Learning Fund.
- To provide a high-quality support service, utilising all aspects of the Microsoft Office suite, PowerBi reports and maintain up-to-date, accurate records and providing reports as required.
- Advise on the effective deployment of Learning Support Assistants to meet student's learning support needs.
- To undertake any financial processes for the Educational Learning Support team, including co-ordination of evidence for DSA/ASNLF raising purchase

requisitions, invoices as required and maintaining up-to-date, accurate records.

- To comply with SQA and quality assurance procedures for requesting and reviewing assessment and exam arrangement to support students.
- Help prepare documentation for alternative assessment requirements and provide support for specific assessment and exam arrangements.
- Work collaboratively and closely with curriculum staff, quality staff, support staff, and multi-agency professionals to provide holistic support for students.
- Maintain accurate records of the learning support provision for internal and external audit purposes.
- 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/SfL functional area.
- Participate in initiatives aimed at enhancing the educational experience for all students, including those with additional support needs.
- Advocate for the needs and rights of students with additional support needs. Provide support and guidance to students, helping them navigate their educational journey and achieve their potential.
- Contribute to the development and quality improvement of the Department in order to meet targets as outlined in the Departmental Operational Plan.
- 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.
- 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: October 2025