



University of the Highlands and Islands Moray College

JOB DESCRIPTION

Job Title:	Learning Development Worker	Grading: 14-17
Section:	Student Services	Reference:
Job Objectives: <ol style="list-style-type: none">1. Provide structured and on-going guidance and support to students ie on-course, progression and post-exit.2. Develop effective relationships with all relevant staff to facilitate the personal development of learners and to ensure effective communication.3. Develop effective relationships with learners and learner representatives.4. To undertake such other reasonable duties appropriate to the post that may be delegated by the Student Advice Manager.		
Reporting to the position:	None	
Interface with:	College students, Class Representatives, HISA Representatives, learning Support staff, Administrative Services staff, Student Services staff, academic staff and external agencies.	
Approved by: Heather Henderson	Date: November 2021	
Signature of Post Holder:	Date:	

Duties and Responsibilities:

1. Provide structured and on-going guidance and support to students ie on-course, progression and post-exit.
 - a. Monitor and support students with regards to behaviour, motivation, attendance and progress.
 - b. Support students on matters relating to student finance, volunteering, work experience, progression and job applications.
 - c. Refer students to other internal and external services as considered appropriate and supporting the student as required.
 - d. Support students to become successful learners.
 - e. Become familiar with relevant learning and teaching materials.
2. Develop effective relationships with all relevant staff to facilitate the personal development of learners and to ensure effective communication.
 - a. Ensure that course teams and Associate/Assistant Directors are fully aware of student progress and development.
 - b. Participate in Course assessment and Progression Boards and relevant academic meetings as appropriate.
 - c. Assist in the development and monitoring of students' essential skills, including personal and learning skills, citizenship, and employability skills.
3. Develop effective relationships with learners and learner representatives.
 - a. Support students to develop positive links with Class Representatives and Student Association Representatives facilitating and ensuring the efficiency and the accuracy of the flow of information relevant to the learner experience.
 - b. Deal with issues raised by Class Representatives and Student Association. Representatives on behalf of learners regarding the learning experience.
4. Undertake such other reasonable duties appropriate to the post that may be delegated by the Line Manager.