



Learning Advocate Job Description

POST TITLE: Students in Classrooms – Learning Advocate	
DEPARTMENT: Centre for Student and Community Engagement	DATE COMPILED: 18/07/2018
WAGE: £7.83 per hour basic pay, plus £0.95 per hour holiday supplement	HOURS PER WEEK: 6 hours max
DURATION: 10 weeks	
IMMEDIATE LINE MANAGER: Charlotte Convey (Outreach Coordinator)	
JOB PURPOSE: To provide support to classroom teachers with the aim of raising pupil attainment.	
PRINCIPAL DUTIES AND RESPONSIBILITIES:	
<ol style="list-style-type: none"> 1. To provide support to classroom teachers and pastoral staff. 2. To work with individuals or small groups of pupils on work specified by classroom teacher. 3. To help pupils to acquire and develop study skills in order to improve the effectiveness of their application to studies. 4. To help to raise pupils' self-esteem, motivation, confidence, persistence and application. 5. To help raise pupils' awareness of the opportunities, which higher education can offer them, and to raise their awareness of routes to higher education. 6. To help pupils to see the connection between their current studies and the future stages in their development. 7. To act as a positive role model to pupils. 8. To act responsibly and appropriately when in the presence of participating young people and their parents. 9. To network with other Learning Advocates and staff to share best practice. 10. To attend all training sessions and workshops associated with the post 11. To complete registration and DBS application as requested. 12. Complete weekly reflection reviews and timesheets 	
SPECIAL REQUIREMENTS:	
<ol style="list-style-type: none"> 1. The position requires Learning Advocates to travel to their allocated schools for each session. Students are expected to make their own travel arrangements to and from their school placements. Reasonable travel expenses can be claimed for this, subject to prior approval by CenSCE. <ul style="list-style-type: none"> • Applicants must be willing to undergo a Disclosure and Barring Scheme (DBS) application with satisfactory results. • Applicants must agree to DBS outcome being shared with allocated school. • All applicants must be current HE students of Nottingham Trent University or the University of Nottingham. 	
All Learning Advocates are expected to comply with the University's Health and Safety and Equal Opportunities policies, along with those of the school in which they are working in the performance of their duties	
N.B. The postholder may be required to undertake any other duties which may reasonably be required as within the nature of the duties and responsibilities of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the Job Description in specific terms.	
JOB DESCRIPTION DRAWN UP BY: Charlotte Convey	
Date: 18/07/2018	



Learning Advocate Person Specification

NOTTINGHAM TRENT UNIVERSITY	PERSON SPECIFICATION
POST TITLE: Students in Classrooms - Learning Advocate	
DEPARTMENT: Centre for Student and Community Engagement	

ATTRIBUTES	ESSENTIAL	DESIRABLE
SKILLS	<ol style="list-style-type: none"> 1. Excellent communication skills to include active listening, and ability to influence others, and to tailor information to suit the target audience. 2. Excellent team work skills. 3. Ability to empathise with others and build productive working relationships. 4. Ability to plan effectively and take responsibility for the quality and delivery of own work 	
ATTRIBUTES	<ol style="list-style-type: none"> 5. A positive attitude to dealing with challenging situations. 6. An adaptable approach to new situations, approaching them flexibly and with enthusiasm. 7. A positive attitude to learning and educational opportunities. 8. Reliable 	<ol style="list-style-type: none"> 10. Knowledge of educational and social issues facing children and young people, particularly those from widening participation backgrounds. 11. An understanding of the current National Curriculum
EXPERIENCE		<ol style="list-style-type: none"> 12. Experience of working with children and young people. 13. Experience of communicating with people from diverse backgrounds
QUALIFICATIONS	<ol style="list-style-type: none"> 9. A current student of Nottingham Trent University or the University of Nottingham. 	

Qualifications note: When applying to support a particular subject area for secondary post or post-16 placements, you should be currently studying to HE qualification in a related subject area or possess as minimum of a grade C or above at A –Level (or equivalent)