



## JOB DESCRIPTION

ACCRINGTON AND ROSSENDALE COLLEGE

*Raising access, aspiration and achievement*

**Job title** Academic Support Officer – Higher Education & Professional Development **\*\*INTERNAL ONLY\*\***

### **Reference**

### **Salary**

**Location** Broad Oak Campus

**Hours** 37 hours per week

### **1. Purpose**

- To manage the front line services of the HE Office
- To ensure the effectiveness of systems for the monitoring of quality and implementation of the College quality system for higher education
- To maintain efficient systems for storing and retrieving higher education records and documents and deal with enquiries from staff, students and partner universities and a range of outside organisations
- To liaise with partner universities and other relevant departments to ensure accuracy of record keeping on both sides and to ensure that internal and external deadlines and targets are met

### **2. Main Duties and Responsibilities**

- develop systems and procedures which will ensure a quality service and be responsive to the needs of HE students and staff.
- provide initial guidance and relevant information to students enquiring about the College's HE provision
- promote and support College HE programmes by attendance at Open Evenings and UCAS HE Conventions
- co-ordinate HE student enrolment and registration, liaising with cross College teams as appropriate in order to ensure accuracy of data to inform College MIS
- liaise with outside agencies ie SLC and other organisations to assist HE students and staff in overcoming any difficulties or matters of concern
- assist in maintaining strong and productive links with validating HEIs
- coordinate and contribute to the production of documentation for validation, review and revalidation of all programmes
- ensure that current copies of relevant OfS/QAA documents are available within the HE Office
- assist with the preparation of OfS statistical information for funding purposes
- communicate with and provide information for OfS, QAA, OFFA and other external agencies
- maintain an efficient HE Office and to provide effective administrative support to the Head of Division for Higher Education and HE Programme Leaders
- plan/organise meetings for various levels of the College's HE programmes
- assist in the taking and writing up of minutes of the HE Curriculum and Standards Board and its subgroups
- ensure that reports, letters, minutes, meeting agendas and other similar documents are efficiently word processed and distributed
- organise HE events and functions as appropriate and necessary

**This College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.**



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- manage a front line service for HE students with regard to submission of assignments and the provision of a point of contact for matters of concern regarding their individual programmes
- work closely with the Head of Division for Higher Education on all quality assurance issues. Be instrumental in the audit and moderation of higher education.
- oversee and monitor the VLE and Web used to promote and deliver HE.
- assist in the review of policies and procedures of higher education across College and with the preparation of statistics and writing of reports, etc.
- participate in staff development activities and the College appraisal system
- responsibility for promoting and safeguarding the welfare of children, young people and vulnerable adults that the postholder has responsibility for or contact with.
- undertake any other duties that may be reasonably required, commensurate with grade and scope of this post and agreed with the relevant line manager.