



# MOORLANDS COLLEGE

## Job Description and Person Specification

<b>Job title:</b>	Student Welfare Manager
<b>Reporting to:</b>	TBC
<b>Staff reporting:</b>	Learning Assistance Tutors, Chaplains, and Specialist Mentors
<b>Based:</b>	MCC
<b>Hours:</b>	Up to 30 per week
<b>Purpose:</b>	<ul style="list-style-type: none"><li>• Manage, develop and monitor the College's pastoral support structures and strategy for all students.</li><li>• Manage, develop and monitor the College's learning assistance provision including support for students with disabilities.</li><li>• Advocate and support the promotion of inclusive teaching and learning.</li></ul>
<b>Key duties will include:</b>	<ul style="list-style-type: none"><li>• Managing and developing the College's pastoral support structures, including the collection and analysis of relevant data (including student feedback) to inform direction and strategy.</li><li>• Overseeing the pastoral care provided by the College's personal tutor system, providing relevant training, for example relating to mental wellbeing, and facilitating forums for the sharing of good practice.</li><li>• Overseeing the College's chaplaincy provision to students.</li><li>• Supporting students through the signposting of external support services, such as counselling, as appropriate.</li><li>• Working with colleagues to manage high-risk or student crisis cases.</li><li>• Liaising with the Safeguarding and Prevent Leads in line with the College's policies and procedures for student welfare.</li> <li>• Overseeing the College's learning assistance provision and, where relevant, planning and supporting reasonable adjustments for students, including for assessments.</li></ul>

- Ensuring all aspects of the College's learning assistance and student welfare provision comply with relevant legislation, regulatory guidelines and best practice, providing appropriate consultation to College procedures and policies where appropriate
- Managing and developing the College's systems and structures for the identification and assessment of disabilities.
- Working with students in the admissions process to ensure that they are able to access external and internal support mechanisms such as Disabled Students' Allowance.
- Guiding students through the process of seeking assessment or diagnosis of a disability.
- Managing the College's team of specialist study skills tutors, specialist mentors, and chaplains ensuring they are appropriately accessible for all students.
- Managing the learning assistance provision budget.
- Liaising with academic staff and the Placements team to provide appropriate training and share good practice guidelines for supporting and teaching students with disabilities and to ensure that effective referral mechanisms are in place.
- Contributing to the design and implementation of the College's Access and Participation Plan as it relates to students with a disability, including as a member of the Financial Support Panel
- Undertaking CPD for the role.

***March 2026***



<ul style="list-style-type: none"><li>• An understanding of and commitment to the importance of equality of opportunity in a student support service setting in a manner sympathetic to the College's vision, mission and ethos.</li></ul>	<b>E</b>
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