

## **Performance and Skills**

### **Enabling Services Team**

#### **Enabling Services Advisor (Ref: WCSR0001145)**

**23 hours per week (hours to be discussed), Term Time (41 weeks)**

#### **Temporary Maternity Cover**

**Primary location: Preferably Clydebank Campus – you may be required to travel to and work from other campuses**

**Grade 4: £30151 - £33012 per annum, pro rata**

**(Initial salary placement will normally be on the first point of the scale and will increase by annual incremental progression)**

This temporary post presents an excellent opportunity for a student-centred individual to play a key role within our Enabling Services Team.

As an Enabling Services Advisor you will provide responsive, individually tailored support to our students to meet their specific needs and assist them in achieving their learning goals. This will involve undertaking individual assessments of student needs, producing reports, undertaking Personal Learning Support Plans, demonstrating assistive technologies and providing advice and support to students on an individual basis.

You must hold, as a minimum, a relevant [SCQF Level 7](#) qualification (for example an HNC or above) and have experience of working with and supporting students within a College environment who have a range of additional support needs. Effective communication and IT skills are essential. As part of the role it is anticipated that you would develop further knowledge and skills in aspects of the remit through appropriate CPD.

Full details of the skills and qualities required for this post can be found on the employee specification.

#### **We are an inclusive place to work**

At West College Scotland we are ambitious about Equality, Diversity, and Inclusion. If you've got the right skills and qualifications for the job, we want to hear from you. We encourage applications from all candidates regardless of age, disability - visible and non-visible including neurodiversity, gender identity, marriage and civil partnership, pregnancy and maternity, race religion or belief, sex, or sexual orientation. Click [here](#) to find out more.

#### **Benefits of working with us**

This is an excellent opportunity to join one of Scotland's sector leading colleges. The College offers an outstanding benefits package including:

- Membership of the Local Government Pension Scheme
- Enhanced maternity, paternity and adoption leave pay (subject to eligibility)
- Opportunities for hybrid / home working, where appropriate
- Flexible working opportunities
- Access to a dedicated wellbeing team and a 24/7 confidential employee assistance programme
- Support to enhance your skills through a variety of methods including online learning, coaching and self-directed study

*Any offer of employment will be subject to receiving a satisfactory Scheme Record through the Disclosure Scotland Protection of Vulnerable Groups Scheme (PVG). All candidates must be able to prove their [Right to Work in the UK](#) Please note West College Scotland does not provide Visa sponsorship.*

To view our vacancies and to apply for posts, please click [here](#). If you require any assistance, please contact the HR team on 0141 581 2250 or email: [hr@wcs.ac.uk](mailto:hr@wcs.ac.uk) Occasionally correspondence relating to your application may go into your spam/junk email folder.

***Closing date for all completed applications is 07/10/24***



***West College Scotland is an equal opportunities employer.  
The Board of Management of West College Scotland is a Scottish Charity. Charity Number SCO21185.***