

	Role Profile
Job Title	Information Advice & Guidance Advisor – Personal Social Development

Salary range	Point 22
Contract	Permanent 52
Main location	Portland College
Hours and basis	Full Time
Reports to	Information, Advice, Guidance Manager
Date of issue	June 2025

Why Portland College needs this role
Portland College is a vibrant national college for people with a wide range of disabilities and associated learning difficulties. This role will assist with the efficient and effective assessment of learner needs within a support, information, advice and guidance framework whilst working collaboratively with College staff to provide positive outcomes for learners and support to overcome barriers.
What you will be doing
<p>Support for the Information, Advice & Guidance Team</p> <ul style="list-style-type: none"> • Support learners to become better prepared for adulthood and provide impartial information, advice and guidance whilst on programme. • Deputy Designated Safeguarding Lead • Develop learner knowledge and awareness of Friendships, Relationships and Sexual Health through the organisation and delivery of the FRESH programme, events, support groups, one to one work and signposting. • Increase Learner awareness of the College Code of Conduct, fundamental British Values and Prevent through the delivery of events, workshops, debates and one to one support. • Organise regular visits from the Schools Early Intervention Police Officer to include group workshops and individualised support. • Maintain accurate attendance and review feedback received regarding workshops and events delivered. • Support learners to develop their independence via the use of signposting to appropriate applications to promote skills in maintaining positive friendships and relationships. • Work with elected Portland Council representatives to complete actions outside of meetings as necessary. • Organise and promote parent engagement events which link to FRESH • Create and maintain engaging displays which promote FRESH, British Values and the Code of Conduct • Share good news stories from the IAG Team with the College marketing team • Maintain and work to the Matrix Standards • Work towards the achievement of Key Performance Indicators and Quality Improvement Plan actions as directed
<p>Administration and other duties</p> <ul style="list-style-type: none"> • Such other duties as the management may from time to time reasonably require • To support the gathering of evidence to further develop the IAG offer
Key results we want to see from this role
<ul style="list-style-type: none"> • Increased access to IAG support for learners and citizens across all sites • Being an effective role model for the standards of behaviour required by the college • A target driven approach with a commitment to further development of the IAG offer



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leading to positive feedback from funding and funded parties on the impact of IAG support.

Dimensions of the role

- Procure resources specific to needs of the role
- Recommend support, information and guidance to learners, parents/carers and staff
- Work with external agencies to increase resource development

Key work relationships

- Communicate with all levels, internal and external across the College
- Develop key working relationships with internal College teams to include; Progression Tutors, Learning Support Assistants, Positive Behaviour Support.

Other information

Portland College is committed to safeguarding and promoting the welfare of its learners, customers, volunteers and staff. We expect all our staff to be aware of their responsibilities to protect learners, citizens, customers, volunteers and staff from abuse or harm and to promote Fundamental British Values.

Successful applicants will be required to undertake a Disclosure and Barring Service (DBS) check and to provide proof of their right to work in the UK.

The above role profile is not all encompassing and is subject to regular review.

Signature of post holder

Date

I have read and accept the duties and responsibilities outlined in this role profile.