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| JOB DESCRIPTION | |
| **JOB TITLE** | Disability and Dyslexia Advisor |
| **REPORTING LINE** | Wellbeing and Inclusion Manager |
| **KEY INTERNAL CONTACTS** | * Wellbeing Team * Academics * Heads of Department * All Faculty Members |
| **KEY EXTERNAL CONTACTS** | * Disability Needs Assessors * External Providers (for specialist support). |
| **OVERALL JOB PURPOSE** | To organise adjustments and provide support to students with disabilities/dyslexia in collaboration with staff, other agencies and digital resources to ensure that appropriate support is in place.. |
| **KEY RESPONSIBILITIES** | * Provide specialist advice and support to students and applicants with disabilities, including specific learning differences, autism, and mental health condition, through needs assessments, risk evaluations, and the development of Statements of Reasonable Adjustment (SORAs), alongside guidance on accessing internal and external funding. * Screen students for characteristics of specific learning difficulties such as dyslexia, dyscalculia, dyspraxia and also Attention Deficit Hyperactive Disorder (ADHD). * Contribute to the delivery of broader study skills and mentoring provision through activities such as individual and group sessions for students, offering drop-in sessions, participating in open days and welcome events, running focus groups and facilitating peer support groups. * To be a point of contact for external providers (DSA funded specialist support).  Ensure all work is appropriately recorded, monitored, evaluated and reviewed in line with requirements using appropriate systems and software.Carry out all required administrative procedures in an accurate and timely manner.Produce progress reports and other correspondence relating to individual student needs in a timely manner.  * Keep up to date with current support and assistive technologies available to support students with a variety of disabilities and/or complex needs and contribute to recommendations and decisions regarding provision of equipment and technologies, providing group and individual support sessions as required. * To facilitate staff training sessions on disability and dyslexia awareness and legal responsibilities under equality legislation. * To adhere to and comply with all University policies in relation to data storage (The Data Protection Act 2018) and maintaining confidentiality when dealing with restricted information.   GENERAL   * Support the Wellbeing team in achieving its vision for student support. * Actively participate in the development of services and resources that respond effectively to the needs of a diverse student population * Such other duties temporarily or on a continuing basis, as may reasonably be required. * Attend team meetings. |
| **KPIs** | * Student Feedback * Positive outcomes and increased continuation rates of students with disabilities / dyslexia. |

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| **ESSENTIAL** | **DESIRABLE** |
| **EDUCATION/QUALIFICATIONS**   * Degree | * Higher degree * Teaching qualification or relevant specialist post graduate qualification |
| **EXPERIENCE**   * Substantial experience as a practitioner supporting students with disabilities and/or specific learning differences. * Substantial experience of needs assessment work with disabled students in education, preferably the higher education sector. * Supporting students with disabilities and/or specific learning differences to develop independent learning strategies. * Liaising with internal and external stakeholders to achieve shared goals. * Planning and progressing work within general and professional guidelines. * Supporting learners in their use of assistive technologies including mind-mapping software. * Planning and delivering specialist study skills activities. | * Relevant experience in a similar role within a Higher Education context * Design and development of resources for study support * Record management systems |
| **KNOWLEDGE/SKILLS**   * Thorough understanding of Disabled Students’ Allowances and associated processes * Thorough understanding of anticipatory and reasonable adjustments in an education environment * Thorough up to date knowledge of assistive technology * Thorough understanding of the role of disability support and operational knowledge of relevant systems and practices * Up to date knowledge of relevant legislation and its implications in the education sector (including: Equality Act, Data Protection & Health and Safety) * IT skills including MS Office, assistive technologies and able to use software to offer remote support (e.g. MS Teams, VLE) * Able to utilise relevant digital resources * Able to communicate complex information effectively to a variety of audiences using written and oral skills * Ability to work collaboratively with colleagues from academic and professional areas * Able to analyse and present data * Excellent customer service skills |  |
| **PERSONAL QUALITIES/DISPOSITION**   * Customer-focused * Sound judgment * Self-motivated and proactive * Embraces change with a positive, flexible mindset * Performs well under pressure * Committed to high standards * Creative problem-solver * Collaborative and independent * Supportive and team-oriented * Open-minded and respectful * Detail-oriented * Discreet and trustworthy |  |
| **OTHER**   * Committed to equality and diversity * Commitment to personal and professional development * Willing to work evenings and weekends, as required to cover events and activities * Committed to our Health and Safety policies and procedures |  |