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| JOB DESCRIPTION | |
| **JOB TITLE** | Disability and Dyslexia Advisor |
| **REPORTING LINE** | Head of Wellbeing |
| **KEY INTERNAL CONTACTS** | * Wellbeing Team * Academic Directors * Heads of Department * All Faculty Members |
| **KEY EXTERNAL CONTACTS** | * Disability Needs Assessors * External Providers (for specialist support). |
| **OVERALL JOB PURPOSE** | To provide advice, support and guidance to students with disabilities/dyslexia and to liaise with staff and other agencies to ensure that appropriate support is in place for students. |
| **KEY RESPONSIBILITIES** | Make recommendations to students in accordance with their medical evidence, diagnostic report and assessment of needs (Summary of Reasonable adjustments).  * To assess students’ support requirements and provide information, advice and guidance to both students and staff regarding appropriate reasonable adjustments and a range of disabilities, including specific learning difficulties and mental health issues. * To provide 1:1 and group study skills tuition as required to students with specific learning difficulties and disabilities, including ongoing support in the use of specialist IT. * To be a point of contact for external providers (DSA funded specialist support). * To maintain records of students who are receiving support from external service providers (DSA funded specialist support).  Produce progress reports and other correspondence relating to individual student needs in a timely manner.  * Provide one to one / group training sessions to students on assistive technology provided via their DSA. This may include mind mapping, assignment planning or note taking software amongst others. * 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. * Such other duties temporarily or on a continuing basis, as may reasonably be required. * Attend team meetings. * Maintain records as required. * Participate in open days, to promote the support available. |
| **KPIs** | * Student Feedback * Positive outcomes and increased continuation rates of students with disabilities / dyslexia. |