|  |
| --- |
| 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.
 |