

Job Title	Learning Support Adviser (disability) Part-time 17.5 hours / week (0.5 FTE)	Grade 6
Service Area	Student Life	
Reports to	Senior Learning Support Adviser	
Accountable To	Head of Student Welfare & Wellbeing	

PURPOSE OF JOB

To contribute to the delivery of the University's learning/disability support service, providing advice and assistance to current and prospective disabled students with a wide range of support requirements, including physical/sensory impairments, health/mental health conditions, and specific learning differences.

To help facilitate the access and support requirements of students with disabilities, from application stage through to graduation.

KEY TASKS / RESPONSIBILITIES

- Provide information, advice and guidance to current and prospective students with disabilities, which will enable them to access their studies appropriately
- Assess the individual needs of an ongoing caseload of prospective and current students with disabilities in order to identify / review appropriate reasonable adjustments and/or non-medical help support, based on the students' specific circumstances
- Create effective Learning Support Plans which promote appropriate strategies for learning and engagement, focussing on students' particular needs
- Provide advice and guidance to students accessing Disabled Students' Allowance and other sources of disability support/funding
- Assist with the delivery of Learning Support service appointments, drop-in advice sessions and other direct work with students with disabilities, as necessary
- Identify and assess potential risk factors in order to complete effective Risk Assessments and Personal Emergency Evacuation Plans (PEEPs) for students with mobility or sensory impairments
- Provide advice to academic colleagues across university faculties regarding the effective learning/ disability support of students with disabilities
- Liaise with external stakeholders and contracted providers of non-medical help support services to the University, to ensure appropriate support is enabled for students with disabilities
- Provide information, advice and guidance during key university events (e.g. Open / Applicant Day events and new student arrival days, etc.)
- Participate in events aimed at increasing the awareness of the student and staff community in the areas of disability and learning support
- Support initiatives which raise disability awareness, reduce stigma and promote inclusive practice throughout the University
- To undertake any other duties commensurate with this post and as requested by the Head of Student Welfare and Wellbeing.

Person Specification: Learning Support Adviser (disability)
Service Area: Student Development and Well-being



Methods of assessment

Application form (A)

Interview (I)

Task (T)

Educational Requirements	Essential(E) / Desirable(D)	Method of assessment
Educated to degree level (or equivalent)	E	A
Relevant professional qualification and/or training	D	A
Evidence of relevant continuing professional development in the field of disability support	E	A
Membership of the National Association of Disability Practitioners (NADP)	D	A
Experience	Essential(E) / Desirable(D)	Method of assessment
Experience of providing information, advice and guidance to a diverse range of students with a variety of disability-related issues, in an education setting (ideally higher education)	E	A/I
Experience of assessing the support requirements of disabled students with a wide range of needs in an education setting (ideally higher education)	E	A/I
Experience of identifying appropriate reasonable adjustments and non-medical help support in an education setting for students with a broad range of needs, (ideally in higher education)	E	A/I
Experience of creating effective learning support plans/personal emergency evacuation plans (PEEPs) for disabled students	E	A/I
Experience of carrying out risk assessments with disabled students and completing formal risk assessment documents.	D	A/I
Experience of assisting students in applying for and accessing support via Government Disabled Students' Allowances	D	A/I
Experience of making appropriate referrals/signposting to additional sources of internal and external support	E	A/I
Skills and Knowledge	Essential(E) / Desirable(D)	Method of assessment
A good working knowledge of disability support related issues within an education setting (ideally higher education)	E	A/I
Knowledge and ability to identify and respond to wellbeing/ safeguarding/ duty of care/ risk concerns when working with disabled students	E	A/I

Clear awareness of relevant legislation, (e.g. Safeguarding/Prevent Duty/Equality Act 2010/ duty of care) in an education setting	E	A/I
Knowledge and experience of current data protection requirements (GDPR) when working with sensitive and/or personal information	E	A/I
Working knowledge of SITS and E-reporter (or similar IT-based student information systems)	D	A/I
Effective communication skills with the ability to deliver information clearly, both verbally and written, to a wide range of audiences	E	A/I
Any other requirements	Essential(E) / Desirable(D)	Method of assessment
Ability to work under pressure within a busy, fast-paced working environment, using own initiative and without direct supervision	E	A/I
Effective organisational and time management skills with the ability to meet deadlines and demonstrate good attention to detail	E	A/I
Approachable, patient and empathetic listener with the ability to respond to others with balanced and sensitive judgement, especially when working with students experiencing difficulty	E	A/I
Ability to build effective relationships with students, and staff at all levels within an organisation	E	A/I
A proactive, solution-focused approach to work, with the ability to be administratively self-supporting and effective in the use of computerised office procedures, including the use of Microsoft Office packages (e.g. Word/Excel/Powerpoint, etc.)	E	A/I
Ability to work in a flexible manner when required, including outside of normal office hours and weekends to assist with key events/meetings.	E	A/I
Commitment to providing a high-quality experience to students with disabilities, underpinned by the mission and values of the University	E	A/I
Willingness to undertake training and development as appropriate.	E	A/I