

## Disability Adviser (D/deaf specialist)

Job Ref: REQ240798

As part of the University's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.

### Department summary

Student Wellbeing and Inclusivity (SWAI) provides support, advice and guidance to students with a wide range of disabilities and emotional needs. The Disability Support Team, which is part of SWAI, delivers support to students with physical disabilities, long term health conditions, sensory impairments, specific learning differences and Autistic Spectrum Conditions.

The Disability Adviser will work with a range of disabilities whilst being the specialist with D/deaf students. They will arrange support to meet the academic, practical and organisational needs of current and prospective students and work in collaboration with colleagues across the University to meet such needs.

### Job Description

#### Job Grade: Management and Specialist 6

#### Job Purpose

- To assess, organise, co-ordinate, monitor and track support for students with a range of disabilities including long term health conditions, visual impairment, physical disabilities and neurodiversity whilst specialising D/deafness.
- To assess and respond to complex and emerging issues of student risk, including suicide and self-harm, through action or referral whilst working collaboratively within a multidisciplinary service and external agencies as required.
- To ensure appropriate recommendations for reasonable adjustments are made through the University's formal procedures in accordance with the Equality Act (2010), whilst ensuring disabled students are aware of their entitlement to support from the University and external sources.
- To provide specialist professional activity in support of the service including liaising with the Disability Support Team Practice Lead to drive forward strategic developments in disability support and inclusion at the University.

#### Job Duties

1. To provide individual support, advice and guidance to a range of disabled students. This includes assessing individual students' support requirements to identify, organise and ensure appropriate support is arranged to facilitate them to maximise their opportunities, demonstrate their optimal academic potential and study successfully on the course of their choice. This may involve cases where there is no precedent, and where there are complex and emerging issues of student risk including suicide and self-harm

2. To maintain regular contact with a caseload of students, including those with complex needs, to monitor their support whilst reviewing strategies to facilitate learning and achievement. This includes working in collaboration with other University colleagues and external services, and providing bespoke support in accordance with any approved non-medical-helper provision from Disabled Students Allowance
3. To identify, on the basis of professional expertise and knowledge, reasonable adjustments which the University is required to make as stipulated by the principles of the Equality Act (2010), and to work with other University departments to ensure these adjustments are put in place.
4. To advise colleagues in academic, service and support departments on how best to support disabled students, the legal requirements in terms of reasonable adjustments under the Equality Act (2010), and on good practice in working with disabled students.
5. To work collaboratively with colleagues in academic and service departments to ensure a high-quality experience for disabled students and to ensure best practice in inclusiveness is shared across the University.
6. To advise and support students without a recognised identification of a disability, who believe they may have one, on the process for diagnosis/assessment. This includes subsequent follow-up with a student to ensure they are aware of their entitlements to support, and to begin the process of accessing that support.
7. To liaise with colleagues from internal and external services as appropriate to ensure holistic support for students, particularly those with co-occurring disabilities.
8. To advise and support students in making applications for the Disabled Students Allowance.
9. To manage the contact with disabled applicants in order to ensure that information about their support requirements are gathered in line with the anticipatory duties of the Equality Act (2010) and ensure students are aware of support they are entitled to. This may include contact with external agencies who are presently involved in their support
10. To facilitate and provide appropriate transitional support to disabled applicants and students at key times during their academic journey for example, when starting their studies or planning a work placement. This may include contact with external agencies who are presently involved in their support.
11. To identify and work on processes, procedures and projects which will improve the experience of disabled students and lead to efficiencies of working practices.
12. Together with the Disability Support Team Practice Lead, identify monitor and assess appropriate resource allocation in supporting disabled students and plan for future resourcing needs through analysis of statistics and trends in usage of the service by disabled students.
13. To liaise with the Disability Support Team Practice Lead to inform strategic developments to the role, the team, the service and disability provision across the University.
14. To develop and deliver specialist training to staff and students on disability and deaf awareness to promote positive attitudes with an emphasis on empowerment, inclusive practice and the social model of disability

15. To maintain accurate and timely records which track student access to support using bespoke IT systems and adhering to Disabled Students Allowance and University guidelines and protocols
16. To maintain up to date knowledge of legislation alongside developments in local and national political landscapes in relation to disability, deafness and mental health conditions.
17. To represent the Disability Support Team, SWAI and disabled students as appropriate at meetings, events and forums throughout the University, and externally where appropriate.
18. To undertake any other duties which are in the spirit of the job description but not specified elsewhere.

### **Points to note**

The purpose of this job description is to indicate the general level of duties and responsibility of the post. The detailed duties may vary from time to time without changing the general character or level of responsibility entailed.

### **Special Conditions**

All staff have a statutory responsibility to take reasonable care of themselves, others and the environment and to prevent harm by their acts or omissions. All staff are therefore required to adhere to the University's Health, Safety and Environmental Policy & Procedures.

All staff should hold a duty and commitment to observing the University's Equality & Diversity policy and procedures at all times. Duties must be carried out in accordance with relevant Equality & Diversity legislation and University policies/procedures.

Successful completion of probation will be dependent on attendance at the University's mandatory courses which include Respecting Diversity and, where appropriate, Recruitment and Selection.

### **Organisational Responsibility**

Reports to: The Disability Support Team Practice Lead

## Person Specification

Your application will be shortlisted against **meeting the essential and desirable criteria** listed below.

Please **explicitly state and evidence** how you meet each criteria in your application.

Stages of assessment are as follows:

- 1 – Application
- 2 – Test/Assessment Centre/Presentation
- 3 – Interview

### Essential Criteria

Area	Criteria	Stage
Experience	Experience of working with people with a range of disabilities, specifically D/deaf people but also those with long term health conditions, visual impairment, neurodiversity and physical disabilities	1,2,3
	Experience, or understanding of, a Further or Higher Education setting	1,2,3
	Experience of working under own initiative, prioritising workloads, multitasking and delivering to tight deadlines	1,2,3
	Experience of responding to individuals in distress	1,2,3
Skills and abilities	Ability to holistically assess the support requirements of disabled students to facilitate them in demonstrating their full academic potential	1,2,3
	Understand the barriers affecting participation and progression of disabled students in Higher Education	1,2,3
	Fluency in British Sign Language	1,2,3
	Understanding and current knowledge of the Equality Act (2010) and its application in a Higher Education setting	1,2,3
	Ability to set and adhere to appropriate professional boundaries	1,2,3
	Ability to work within institutional guidelines and regulatory frameworks.	1,2,3
	Understanding and commitment to the social model of disability	1,2,3
	Excellent interpersonal skills, including the ability to communicate concisely, sensitively and effectively	1,2,3
	Ability to work as an effective team member, and to productively within a multi-disciplinary team	1,2,3
	Excellent written and IT skills, including understanding of Microsoft Office packages and confidence in learning bespoke internal IT systems	1,2,3
Training	A willingness to undertake further specialist training and continuous professional development	1,2,3
Qualifications	Degree or equivalent	1
	At least grade C in English and Maths at GCSE or equivalent	1
Other	Commitment to anti discriminatory practice	1,2,3
	Punctual and reliable	1,2,3
	Able to adopt a flexible approach to working patterns and respond positively to change.	1,2,3

## Desirable Criteria

Area	Criteria	Stage
Experience	Experience of, or willingness for, developing and delivering training.	1
Skills and abilities	Knowledge and understanding of Disabled Students Allowance	1
	Experience of liaising with a range of internal and external services.	1
	Awareness and knowledge of the support available to disabled students in Higher Education	1
	Ability to use medical diagnostic reports to inform student support	1
Training	Continual professional development in relevant fields	1
	A postgraduate or professional qualification specialising in disability	1

## Conditions of Service

The position is full time 37 hours per week and is open-ended. Salary will be on Management and Specialist grade 6, salary band £33,966 - £44,263 per annum, at a starting salary to be confirmed on offer of appointment.

The appointment will be subject to the University's normal Terms and Conditions of Employment for Academic and Related staff/Operational and Administrative staff, details of which can be found [here](#).

The University is committed to enabling staff to maintain a healthy work-home balance and has a number of family-friendly policies which are available at <http://www.lboro.ac.uk/services/hr/a-z/family-leave-policy-and-procedure---page.html>.

We also offer an on-campus nursery with subsidised places, subsidised places at local holiday clubs and a childcare voucher scheme (further details are available at: <http://www.lboro.ac.uk/services/hr/a-z/childcare-information---page.html>)

In addition, the University is supportive, wherever possible, of flexible working arrangements. We also strive to create a culture that supports equality and celebrates diversity throughout the campus. The University holds a Bronze Athena SWAN award which recognises the importance of support for women at all stages of their academic career. For further information on Athena SWAN see <http://www.lboro.ac.uk/services/hr/athena-swan/>