



**St Mary's  
University  
Twickenham  
London**

## **JOB DESCRIPTION**

**Job Title:** Disability Advisor

**Department:** Student Services

**Reports To:** Disability & Dyslexia Support Manager

**Grade:** Band H

**Pay Spine:** Spinal Point 30

**Salary:** Pro-rata salary of £24,411 based on the full-time equivalent salary of £32,548 per annum

**Hours:** 36 hours a week

**Term:** Permanent term time only position, 39 weeks per year

### **School/Service Information:**

The Student Services team is dedicated to assisting, guiding and supporting students throughout their time at St Mary's and beyond. We provide a range of advisory and professional services, spanning wellbeing, student life and support. These include Accommodation, Counselling, Disability & Dyslexia, Student Funding, Pastoral Support and the on-site Health Centre, which is run by the York Medical Practice.

### **Job Purpose:**

To work collaboratively with students who declare a disability to discuss their individual support needs and produce an individualised Learning Support Plan, making recommendations of reasonable adjustments. This is to ensure that the University meets its legal requirement by putting in place appropriate support to remove any potential barrier to their education ensuring equal opportunities to allow students to reach their full potential.

### **Main Duties and Responsibilities:**

#### Service Delivery

- To co-ordinate specific learning difficulty, disability and mental health provision for students at St. Mary's University ensuring the service is compliant with equality, financial and data protection and other legislation
- Deliver efficient and effective support mechanisms for students with additional needs that will enhance their study and progression, including reviewing evidence and agreeing and co-ordinating individual teaching and learning, and examination arrangements
- Provide expert advice and guidance to disabled applicants and students about disability and wellbeing support, reasonable adjustments, the Disabled Students' Allowance and other disability funding
- Provide advice and guidance to academic and support staff about support for disabled students

- Manage a caseload of students; conducting initial assessments of additional needs to determine appropriate support mechanisms; keeping accurate and detailed case notes on contact and support plans
- Manage student mental health crisis situations; liaising with internal and external agencies to ensure individuals gain effective treatments and support
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### Screening/Feedback

- Meet with students who feel they may have a specific learning difficulty (SpLD) and carry out appropriate methods of ascertaining as to whether the student is displaying indicators of a SpLD.
- Refer relevant students for full diagnostic assessments.
- Where needed, explain the contents of the diagnostic assessment reports to students and show how the results may relate to students' learning.

### Team work and communication

- Work collaboratively with the Disability & Dyslexia Service Manager (DDSM) and other staff members of Student Services and beyond to ensure there are effective referral mechanisms and supportive frameworks in place for students
- Develop collaborative and effective working relationships with colleagues throughout the organisation

### Other Core Requirements

- Comply with the Data Protection and Freedom of Information Acts.
- Be aware of and adhere to the University's Equality & Diversity and other relevant policies.
- Ensure compliance with Health & Safety regulations.
- Contribute to the development of initiatives, policies and procedures to embed disability and mental health provision into University services and the student life cycle
- Develop and maintain close and effective links with external funding bodies, statutory bodies and local organisations, to effectively co-ordinate support for students, and with professional bodies, such as NADP to share good practice
- Provide the DDSM with statistical information about the service as required
- To undertake any other reasonable duties as required by the DDSM or Head of Student Services
- Some flexibility in working hours may be required, subject to the needs of the service
- Carry out other relevant duties as deemed appropriate by the line manager or head of service.

### **Disclosure and Barring Service check**

Candidates should note that a disclosure from the Disclosure and Barring Service will be requested in the event of a position being offered. St Mary's University supports the Disclosure and Barring Service Code of Practice (a copy is available upon request). Having a criminal record will not necessarily bar you from working with us. This will depend on the nature of the position and the circumstances and background of your offence(s). More detail is available in the attached policy on the employment of ex-offenders.

## PERSON SPECIFICATION

		Assessed by		
Selection Criteria	Essential (E) Desirable (D)	Application	Interview	Skills Test
<b>Knowledge and Qualifications</b>				
Education to degree standard or equivalent	E	X		
Expert knowledge of the Disabled Students Allowance, the Equality Act and good practice in Higher Education	E	X	X	
Evidence of continual professional development and training related to the role	E	X		
Knowledge of relevant regulatory framework	D	X	X	
A thorough knowledge of mental health and current statutory mental health legislation and systems	D	X		
Knowledge and experience of using assistive technology	D	X		X
Experience of working in Higher Education or with young people	D	X	X	
A professional qualification in the field of disability/dyslexia	D	X		
<b>Skills and Abilities</b>				
Substantial, relevant and recent experience of assessing the needs of students with disabilities and mental health conditions	E	X	X	X
Ability to support people with moderate and severe mental health conditions and of managing crisis situations with confidence and to stay calm under pressure	E	X	X	X
The ability to evaluate students' wellbeing and make sound judgements	E	X	X	X
Experience of negotiating and working within appropriate professional boundaries with a firm understanding of confidentiality issues	E	X	X	
Excellent ICT skills and experience of using new technologies to enhance efficiencies	E	X	X	
Experience of preparing, analysing and presenting regular statistical reports in order to	E	X		

anticipate trends, review service and maximise service quality				
Experience of working as part of a multi-skilled team	D	X	X	
<b>Personal Attributes</b>				
Excellent communication and interpersonal skills that will enable you to gain trust and credibility with students, and with staff at all levels, with experience of developing effective and collaborative relationships with internal and external partners	E	X	X	
Excellent problem-solving skills and ability to work on your own initiative	E	X	X	X
Strong organisational and record-keeping skills	E	X		

### **University Policies and Procedures**

All staff are expected to undertake their work in an inclusive, fair, safe and respectful manner, particular consideration should be given to the University values.

**St Mary's University reserves the right to change and amend this Job description/Person Specification in accordance with the changing requirements of the organisation.**



### **Policy Statement on the employment of ex-offenders**

- As an organisation using the Disclosure Barring Service (DBS) disclosure service to assess applicants' suitability for positions of trust, St Mary's University complies fully with the DBS Code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed.
- St Mary's University is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.
- We have a written policy on the recruitment of ex-offenders, which is made available to all Disclosure applicants at the outset of the recruitment process.
- We actively promote equality of opportunity for all with the right mix of talent, skills, and potential and welcome applications from a wide range of candidates, including those with criminal records. We select all candidates for interview based on their skills, qualifications and experience.
- A Disclosure is only requested after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a Disclosure is required, all application forms, job adverts and recruitment briefs will contain a statement that a Disclosure will be requested in the event of the individual being offered the position.
- Where a Disclosure is to form part of the recruitment process, we encourage all applicants called for interview to provide details of their criminal record at an early stage in the application process. We request that this information is sent under separate and confidential cover to a designated person within St Mary's University and we guarantee that this information is only be seen by those who need to see it as part of the recruitment process.
- Unless the nature of the position allows St Mary's University to ask questions about your entire criminal record we only ask about "unspent" convictions as defined in the Rehabilitation of Offenders Act 1974.
- We ensure that all those in St Mary's University who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. We also ensure that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.
- At interview, or in a separate discussion, we ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.
- We make every subject of a DBS Disclosure aware of the existence of the DBS Code of Practice and make a copy available on request.
- We undertake to discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing a conditional offer of employment.