

**JOB DESCRIPTION**

**Job Title:** Disability & Dyslexia Advisor

**Service:** Student Support

**Grade:** E

**Campus:** Docklands/Stratford

**Responsible to:** Disability and Dyslexia Manager

**Liaison with:** Students, UEL staff, external agencies, and networks

**Never Not Moving Forward**

Build your career, follow your passion, be inspired by our environment of success. #BeTheChange

The University of East London is one of the most diverse and vibrant universities in the global capital. Our pioneering and forward-thinking vision is making a positive and significant impact to the communities we serve, inspiring both our staff and students to reach their full potential.

Born in 1898 to serve the skills needs of the 2nd industrial revolution, the University of East London is underway with its transformational 10-year Vision 2028 strategic plan led by our Vice-Chancellor & President, Professor Amanda Broderick, to advance Industry 4.0 careers-1st education. We have a clear route-map to provide a springboard for the jobs and opportunities of the future; drive diversity in the 4.0 talent pipeline - working in partnership to promote talent wherever it is found; and to create an inclusive and sustainable, green future.

We are looking for forward-thinking, innovative, curious, high-energy, self-aware people who are passionate about making a positive difference and who will thrive in an inclusive and diverse University community who are never not moving forwards.

As one of the most socially inclusive and international universities and comprising one of the most diverse staff populations in the UK (50% of our professoriate identify from black or minority ethnic backgrounds), we are hugely proud of our track record in reducing inequalities (ranked 1st in the UK & 2nd globally, Times Higher Education Global Impact Rankings, 2020) and our commitment to equality, diversity and inclusion is at the heart of Vision 2028.

We are building an environment of success where colleagues are supported to achieve, and our community can flourish and thrive. We are an accredited Investors in People Award Institution and have achieved the Investors in People Health and Wellbeing Award. With Athena Swan Awards and being one of a small number of universities to have achieved the Race Equality Charter Award, we continue on our journey to address and reduce barriers to opportunity.

So, if you are looking to build your career in a dynamic, inclusive, and performance-focused team and are inspired by our environment and drive for success, we want you to apply to join the University of East London. We are looking for inspirational individuals who have a passion to make a positive difference to people and planet, creating a more sustainable future for everyone.

**THE DEPARTMENT:**

The Disability and Dyslexia team is a small and diverse team of advisors who are passionate about enabling students to overcome barriers to their learning. We understand no two individuals are the same and incorporate this into the way we support our students by providing individual solutions and impartial advice. We support students throughout their journey at UEL and will remain a point of contact for the duration of your course.

**JOB PURPOSE:**

To provide comprehensive advice, support and guidance to students and applicants with disabilities/dyslexia and to liaise with staff and other agencies to secure the support that students require.

**MAIN DUTIES AND RESPONSIBILITIES:**

* To provide advice, information and guidance to disabled students/applicants studying on and off campus, remotely and/or enrolled with our collaborative partners. This may involve some evening and weekend work.
* To assess the interaction of a student’s disability with the academic environment and interpret and apply professional recommendations to develop a suitable plan for the provision of reasonable adjustments in line with the student’s level of need.
* To assist students to understand their disabilities and their rights and responsibilities relating to reasonable accommodations.
* To liaise with academic and support staff as required to facilitate provision of appropriate adaptations to study, assessment, and the physical environment, including temporary adjustments for injury, illness and pregnancy as referred.
* To conduct interviews for students with disabilities and Specific Learning Difficulties to discuss professional recommendations, diagnoses, and support needs.
* To provide study skills tuition as required to students with Specific Learning Difficulties and disabilities, including ongoing support in the use of specialist IT as required. To assist in the development and provision of support to students using Web 2.0 technologies and other appropriate mediums as required.
* To accurately complete all administrative functions in a confidential and efficient manner including: updating electronic and paper records, keeping accurate data on students from entry to exit and take appropriate follow-up action and tracking and monitoring student progress and achievement.
* To facilitate students’ claims for Disabled Students’ Allowances and liaise with other appropriate external agencies to secure the funding and support that students require.
* 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 and procedures the provisions of the Data Protection Act and maintain strict confidentiality when working with restricted information.
* To participate in the selection, recruitment, and training of staff (including sessional support workers) as required and to support local induction processes.
* To keep up to date on best practice in relation to students with disabilities/dyslexia and to be prepared to undertake training as required.
* To undertake any other duties commensurate with grade as required.

**PERSON SPECIFICATION**

**EDUCATION, QUALIFICATIONS AND ACHIEVEMENTS:**

**Essential criteria;**

* Educated to a degree level, equivalent qualification, or qualified by experience (A/C)

**Desirable criteria;**

* Recognised teaching qualification relevant to Post-16 or Education/Diploma/Certificate in the teaching of students with Specific Learning Difficulties (I/C)

**KNOWLEDGE AND EXPERIENCE:**

**Essential criteria;**

* Substantial experience of providing advice, information and guidance to adults with disabilities/dyslexia preferably in the context of HE/FE or other large organisations and experience of providing learning support to students with disabilities (A)
* Sound knowledge of the communication and learning needs of students with disabilities/dyslexia in Higher Education and of applications of technology to dyslexia and disabilities within an HE environment (A)
* A good understanding of the responsibilities placed on Higher Education Institutions by the Equalities Act and of the Disabled Students’ Allowances and experience of assisting students to apply for funding (A)

**Desirable criteria;**

* Knowledge of UK specialist equipment suppliers, needs assessments, training networks and disability organisations (I)

**PLANNING AND ORGANISING:**

**Essential criteria;**

* Experience of planning, prioritising, and organising the work of yourself and others on a daily, weekly, or monthly basis whilst ensuring the effective use of resources. Personal capacity to work in a high pressured, demanding and fast-moving environment (A)

**COMMUNICATION:**

**Essential criteria;**

* Well-developed oral, written and presentation skills. Ability to communicate effectively and adjust content of information that needs careful explanation or interpretation to suit the needs of different audiences (A)

**INITIATIVE AND PROBLEM SOLVING:**

**Essential criteria;**

* Excellent negotiation skills for a range of duties within the role, including identifying and securing appropriate provision for students with disabilities and dyslexia (I)
* Experience of using initiative and creativity to resolve problems, identifying practical and suitable solutions to deal with complex circumstances and difficult situations (A)

**TEAMWORK AND MOTIVATION:**

**Essential criteria;**

* Proven ability to work as an effective team member (I)

**DECISION MAKING:**

**Essential criteria;**

* Experience of making independent decisions that may affect others outside the immediate work team and contributing to collaborative decisions with colleagues (I)

**LIAISON AND NETWORKING:**

**Essential criteria;**

* Experience of working across team boundaries to build and strengthen working relationships and participating in networks to pursue a shared interest and able to make appropriate referrals across the range of services provided within Student Services and other areas of the university (A)

**SERVICE DELIVERY:**

**Essential criteria;**

* Experience of giving customers a positive and satisfactory service, and also of being able to adapt the service to meet customer’s expectations and to improve standards (I)

**PASTORAL CARE:**

**Essential criteria;**

* Experience of calming and reassuring those in distress, providing assistance but also referring to others when extra help is needed (I)

**PERSONAL ATTRIBUTES/QUALITIES:**

**Essential criteria;**

* Commitment to and understanding of equality and diversity within a diverse and multicultural environment (I)

**OTHER ESSENTIAL CRITERIA:**

* Willingness to undertake further training and development in line with the demands of the role (I)
* Able to travel between sites and to collaborative partners and to undertake a small amount of evening and weekend work as required as required (I)

**Criteria tested by** **Key:**

A = Application form

C = Certification

I = Interview