

**JOB DESCRIPTION**

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| **Job Title** | Disability & Dyslexia Advisor |
| **School / Service** | Student Support |
| **Grade and Salary Range** | Starting at £37,287 per annum inclusive of London Weighting |
| **Location**  | Docklands/Stratford |
| **Reporting to** | Dean of School of Psychology |
| **Liaison with** | Students, UEL staff, external agencies and networks |
| **Contract type** | Permanent |

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

**THE UNIVERSITY OF EAST LONDON**

If you are seeking a career that combines innovative education with a passion for crafting positive change, look no further than the University of East London. Founded in 1898 to meet the skills needs of the 2nd industrial revolution, we’re now in Year 5 of our ground-breaking 10-year Vision 2028 strategic plan, orchestrated by our Vice-Chancellor and President, Professor Amanda Broderick.

Our goal is to advance industry 5.0 careers-first education and provide a clear path to the jobs and opportunities of the future. We are committed to driving diversity in the 5.0 talent pipeline, working in partnership to promote talent wherever it is found and creating a sustainable, inclusive, and green future.

But we can't achieve this goal alone. We need forward-thinking, innovative, and curious individuals like you to join our community and help us shape the future. As part of our team, you'll have the opportunity to work with a diverse range of people who share your passion for generating positive change. We’re an inclusive and welcoming community that is constantly moving forward, never satisfied with the status quo.

If you're ready to join a team that values your outstanding skills and perspectives and is dedicated to making a difference, we invite you to explore a career with us. We are excited to welcome versatile individuals who are committed to advancing their careers while making a positive impact on the world.

**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.

**KEY 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 through the use of 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.

**KNOWLEDGE SKILLS 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
* 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 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

**Desirable criteria;**

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

**COMPETENCIES REQUIRED:**

**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
* 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
* Excellent negotiation skills for a range of duties within the role, including identifying and securing appropriate provision for students with disabilities and dyslexia
* Experience of using initiative and creativity to resolve problems, identifying practical and suitable solutions to deal with complex circumstances and difficult situations
* Experience of making independent decisions that may affect others outside the immediate work team and contributing to collaborative decisions with colleagues
* 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
* 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
* Experience of calming and reassuring those in distress, providing assistance but also referring to others when extra help is needed

**EDUCATION, QUALIFICATIONS AND ACHIEVEMENTS:**

**Essential criteria;**

* Educated to a degree level or equivalent (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)

UEL is an inclusive equal opportunities employer and are proud of our Equality, Diversity and Inclusivity achievements. We expect all employees of UEL to accept our EDI policy and will not tolerate discrimination in any form. As an employee of UEL, we expect you to follow all relevant Health & Safety policies.

We're a disability confident employer and value all applications. Please let us know if you require any reasonable accommodations throughout the recruitment process.

So, if you’d like to take your career to the next level with us here at the University of East London and are passionate about our environment and commit to success, we want you to apply today!