

**JOB DESCRIPTION**

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| **Job Title** | **Disability & Dyslexia Advisor** |
| **School /Service** | **Student Services** |
| **Grade** | **E** |
| **Location and Hybrid working status** | **Docklands & Stratford** |
| **Reporting to** | **DDT Manager** |
| **Line management for** | **N/A** |
| **Key working relationships: Internal** | **Students and UEL staff** |
| **Key working relationships: External** | **Agencies and networks** |
| **Contract type/ Hours** | **Permanent 0.6 FTE** |

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](https://www.uel.ac.uk/about/vision-2028), 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.

**BRIEF OVERVIEW OF SERVICE/SCHOOL: Student Services**

We are Student Services and are responsible for nurturing wellness, supporting individual needs, helping students in crisis, improving retention, and enabling positive experiences through residential life and extra-curricular activities. Working in partnership across academic schools and professional services, our teams seek to provide a network of support throughout the student journey and aim to optimise student success.

The Student Services directorate is led by the Assistant Chief Operating Officer, Health Gain & Student Experience. Our department incorporates a number of professional and support teams including Student HUB, Student Conduct, Academic Tutoring, Residential Life, Student Disability and Dyslexia, Student Life, Student Money Advice and Rights Team, Student Engagement, Retention and Success and Student Wellbeing.

**BRIEF OVERVIEW OF THE DEPARTMENT / TEAM**

The Disability and Dyslexia team is a diverse team of advisors who are passionate about enabling students to overcome barriers to their learning. We support our students by providing individual solutions and impartial advice, while also promoting inclusive practice across the institution.

**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**

* Provide advice and guidance to disabled students/applicants, both on and off campus, including remote and collaborative partner settings, with occasional evening and weekend work.
* Assess the interaction of a student’s disability with the academic environment and develop plans for reasonable adjustments based on professional recommendations.
* Liaise with academic and support staff to facilitate appropriate study, assessment, and environmental adaptations, including temporary adjustments for illness, injury, and pregnancy.
* Conduct interviews with students to discuss disabilities, diagnoses, and support needs, and provide study skills tuition for students with Specific Learning Difficulties.
* Assist students with the use of specialist IT, Web 2.0 technologies, and other tools to support learning, and develop tailored study support plans.
* Maintain accurate, confidential student records, track progress, and take appropriate follow-up actions as needed throughout students' academic journey.
* Support students in applying for Disabled Students’ Allowances and liaise with external agencies to secure necessary funding and support.
* Deliver staff training on disability awareness, legal responsibilities under equality legislation, and keep up to date on best practices in supporting students with disabilities.

The duties and responsibilities outlined above provide a general overview of the range of tasks that a Disability & Dyslexia Advisor at the University of East London may be required to perform. Please note that this job description is not exhaustive, and additional tasks aligned with the role's grade may be assigned as needed.

The job description may also be updated to reflect changes in circumstances, and employees will be consulted if any amendments are required.

**All employees must adhere to all UEL policies and regulations, demonstrating a commitment to equal opportunities within a diverse and multicultural environment. Employees are also expected to actively contribute to building and maintaining a positive reputation for UEL in all their professional activities.**

**PERSON SPECIFICATION**

The University's Core [Values](https://www.uel.ac.uk/about/governance/ethical-framework) are **Passion, Inclusion, Courage**, and they are at the root of everything we do and everyone in our community is expected to demonstrate them.

The table below outlines the essential and desirable criteria required to perform the role effectively. Candidates will be shortlisted based on how closely they meet these criteria.

|  |  |  |  |
| --- | --- | --- | --- |
| Education and Qualifications | Essential | Desirable | Criteria assessed by |
| Educated to a degree level or equivalent (qualified by experience) |  |  | C |
| Post Graduate qualification in field of Disability |  |  | C |
| Experience/Knowledge |  |  |  |
| 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/I |
| 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/I/P |
| 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/I |
| Knowledge of UK specialist equipment suppliers, needs assessments, training networks and disability organisations. |  |  | I |
| Skills/Abilities |  |  |  |
| 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/I |
| 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. |  |  | A/I/P |
| 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/I |
| Commitment to and understanding of equality and diversity within a diverse and multicultural environment. |  |  | I |
| Other Competencies required |  |  |  |
| Willingness to undertake further training and development in line with the demands of the role. |  |  | I |
| Experience of giving customers a positive and satisfactory service’. The ability to adapt the service to meet customer’s expectations and to improve standards. |  |  | A/I |

Criteria assessed by Key:

A = Application form/CV C = Certification I = Interview P = Presentation task Other Activity = (please specify e.g

Micro teaching, test etc.)

**Further Information:**

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.

**Disclosure and Barring Service (DBS):**

This post is subject to the Rehabilitation of Offenders Act (Exceptions Order) 1975 and as such it will be necessary for a submission for Disclosure to be made to the Disclosure and Barring Service (formerly known as CRB) to check for any previous criminal convictions.