

JOB DESCRIPTION	
Department:	The Language Gallery – HE
Position:	Student Disability and Wellbeing Officer
	Full-time
Reporting to:	Operational Manager
<p>Role Summary</p> <p>The Student Disability and Wellbeing Officer will contribute to a student-centred specialist advice and guidance service providing confidential, impartial advice and support to students with a range of neurodiverse needs. They will be required to deliver confidential, impartial advice and support for students, to enable them to participate fully in their studies at our institutions. The postholder will work collaboratively with the other members of the College/institution and provide advice service across all campuses</p>	
<p>Key Responsibilities:</p> <ul style="list-style-type: none"> • The Student Disability and Wellbeing Officer will contribute to the formulation, promotion, monitoring, and review of the service delivered to the students to ensure legal and contractual obligations under the Equality Act 2010. • To undertake initial screenings for specific learning difficulties, analyse this data and refer on for full diagnostic assessment where appropriate. • Where necessary, support individual students in accessing support from social services for the provision of personal care. • Keep accurate records and case notes on the DAS database of all interaction with students. • Contribute to the Disability Advisory Service annual reports using trends identified in this data. • Advise departments (academic and non-academic) on the provision of appropriate reasonable adjustments to support individual students, ensuring the continuation of support with the aim of promoting autonomy whilst always keeping confidentiality and appropriate boundaries. • Work proactively with Departments (academic and non-academic) to facilitate support prior to a student's enrolment and throughout their studies, in order to ensure a smooth transition. This will include advising on priorities for the provision of services, support and reasonable adjustments implementing reasonable adjustments for individual students under the Equality Act 2010 • Develop processes, procedures, policies and practices that support strategic business needs, maintain legal and professional compliance, and deliver on the commitment to continuous improvement in promoting support for students with disabilities and specific learning difficulties. • To maintain a case work portfolio providing continuing support for individual students. • To assess the disability-related needs of individual students and discuss, prepare and agree Suggested Reasonable Adjustments Documents (SRADs). Support these students and their DDO in implementing the recommendations detailed in their SRAD and facilitate support within the institution. This will include, where appropriate, arranging non-medical helper support such as specialist dyslexia tutors, support workers and note-takers. 	

- To undertake regular reviews of support provision and implement changes where appropriate to ensure that students are able to access their studies effectively. Keep accurate records and case notes on the DAS database of all interaction with students.
- To offer advice to individual students on how to obtain appropriate evidence of disability.
- To undertake initial screening to identify indicators of specific learning difficulties and/or neurodiversity on the need for referral for a full diagnostic assessment where appropriate.
- Be proactive in working closely with DDOs, providing advice on reasonable adjustments for prospective students and their families, guardians or school on all aspects of the transition to university, course competency standards and College disability provision and support.
- Participate in case conferences with academic departments to ensure that all students are able to access their studies effectively. Play an active role in preparing and delivering staff training and development activities.
- Undertake regular training for continuing professional development and keep abreast of any changes in legislation and/or good practice that might impact upon the College or disabled students.
- Contribute to the development, review and implementation of the College's disability policies and procedures as directed by the Head of Student Services.
- Understand best practice within the field of disability, facilitate knowledge-sharing and training to ensure good practices are maintained and developed. Contribute to the departmental information knowledge bank.
- Promoting and enhancing the business reputation, by providing a high-quality disability advice service to all neurodivergent students, their departments, and support agencies to ensure that all students can access their studies fully.
- Deal with unexpected and urgent situations diplomatically, effectively, and positively
- Ensure all activities are undertaken are in compliance with business and Faculty/Departmental Health & Safety requirements and regulations
- Act in a way that demonstrates the businesses' commitment to Equality and Diversity for staff, students and partners
- Carry out appropriate communication and information sharing within the bounds of confidentiality and disclosure agreements with respect to record-keeping
- Maintain regular reports for SMT

General Duties

- To perform such duties consistent with your role as these may from time to time be assigned to you anywhere within the College.
- To Adhere to all colleague policies and procedures, including Equality and Diversity and Health & Safety.
- Respect confidentiality: all confidential information should be kept in confidence and not relates to unauthorised persons.
- To work in accordance with the Colleges' Equal Opportunities Policy and to promote equality and diversity in your work.
- To undertake continuous personal and professional development, and to support it for any staff you manage through effective use of the College's Planning, Review and Appraisal scheme and staff development opportunities.

- To make full use of all information and communication technologies in adherence to data protection policies to meet the requirements of the role and to promote organizational effectiveness
- Demonstrate excellent Customer Services in dealing with all customers.

PERSON SPECIFICATION

Selection Criteria	Essential (E) Desirable (D)	Assessed by		
		Application	Interview	Skills Test
Knowledge and Qualifications				
Masters level or professional qualification in a related an area	E	/		
Experience working in Higher Education	E	/		
Skills and Abilities				
Organisation and time management	E	/		/
Personal Attributes				
Excellent communicator verbally and in writing	E	/	/	
Understanding and being empathetic to the needs of our students	E		/	
Cooperative and collaborative	E	/	/	

I confirm that I have read, understand and accept the Role Responsibilities as identified above; and acknowledge that this Job Description is subject to change in line with the Business Requirements in place from time to time.

Signature:

Date: