



JOB DESCRIPTION

POST TITLE: Assistant Disability Support Coordinator

REPORTING TO: Disability Support Coordinator

MAIN PURPOSE OF THE POST:

To support the Disability Support Coordinator in offering effective information and guidance to students, applicants and offer-holders with a disability and/or long-term health condition. The postholder will support the collating, disseminating and monitoring of Learning Support Plans (LSPs), and can offer guidance on DSA support applications and provision. The postholder will provide accurate signposting, record-keeping and tracking to ensure that the University's commitment to Equality, Diversity and Inclusion is adhered to.

DUTIES INCLUDE:

1. To support students who declare a specific learning difficulty, condition or disability, and to help to ensure that appropriate support and reasonable adjustments are in place when students start their course or if a student receives a diagnosis whilst they are at the University, across both Higher Education and Further Education courses.
2. To support students with Disabled Students' Allowance (DSA) applications; liaising with relevant stakeholders and support providers, and to help ensure students are accessing approved support.
3. Support the Disability Support Coordinator in coordinating (but not delivering) interim study skills support and mentoring for students who are awaiting DSA outcome.
4. To support with the creation and dissemination of individual Learning Support Plans based on the outcome of assessments, the provision of medical evidence, specialist reports and/or learning support interviews with students as required.
5. To support colleagues in disseminating pertinent student information (including risk assessments) to tutors, workshop instructors, and other relevant staff in accordance with consent agreements, to enable adjustments and agreed preferred ways of working to be accommodated.
6. To ensure that all learning support documentation is accurate and that sufficient evidence is provided to support adjustments and entitlements and that this is recorded in line with Data Protection legislation and according to University requirements.
7. To provide information when appropriate about how to be screened and assessed for Specific Learning Difficulties and ADHD.
8. To signpost staff across the University to guidance on appropriate reasonable adjustments to enable individual students to access their studies appropriately.

9. To support with site orientations and transitional support for students with sensory impairments and on the autistic spectrum or other students with a diagnosed disability where required.
10. To attend and record meetings and other events as required, and support with associated administration, including those for EHCP students.
11. To work with the Disability Support Coordinator and Academic Support Manager to ensure departmental paperwork, databases and processes are compliant with regulations and best practice.
12. To take an active role in the administration of academic support across the department and University ensuring Risk Assessments, Emergency Medical Protocols and PEEPs are implemented, shared and reviewed.
13. To support the Disability Support Coordinator in liaising with relevant teams to ensure appropriate risk assessments for disabled applicants and students are completed where required.
14. To liaise with HR to ensure that more complex reasonable adjustments are considered and implemented appropriately where required.

Other

1. To comply with all relevant University policies and procedures.
2. In the context of University and personal development to carry out any other duties that are commensurate with the role and as instructed by your line manager.
3. To assist with other administrative duties within the University if required.
4. To adhere to the University's Health and Safety policies and procedures and to perform any University wide designated duties with regard to Health and Safety and the security of the University.
5. Participate in training and professional development associated with the role.
6. To actively support and engage with all aspects of the Sustainability Framework to assist in establishing the University as a sustainability leader.

Person Specification

Candidates should have and be able to demonstrate the following criteria at the application and interview stages:

Criteria	Essential or Desirable	Method of assessment
Qualifications		
A degree or equivalent qualification.	Essential	Application form / Certificate
Skills/Knowledge		
Proven working understanding of the disability support needs of students.	Essential	Application form / Interview
Excellent written and oral communication skills.	Essential	Application form / Interview
Demonstrable skills in using software for organisational and management purposes. Confident in using Microsoft Office (inc. Excel for the management and analysis of data) in a working environment.	Essential	Application form / Interview
Excellent organisational and administrative skills with the proven ability to meet deadlines and to work unsupervised.	Essential	Application form / Interview
Experience		
Proven experience of working with individuals with a range of disabilities, including but not limited to; mental health, sensory impairments, physical disability, learning difficulties, and the autistic spectrum.	Essential	Application form / Interview
Demonstrable ability to empathise with others regardless of background and belief.	Essential	Application form / Interview
Working knowledge of the practical implementation of reasonable adjustments.	Essential	Application form / Interview
A good understanding of Disabled Students Allowance (DSA) and Special Educational Needs (SEND).	Essential	Application form / Interview
Personal Qualities		
Demonstrable ability to communicate effectively at all levels with students, staff and external bodies.	Essential	Application form / Interview
Proven ability to maintain confidentiality when necessary.	Essential	Application form / Interview
A genuine desire to work in a customer orientated environment.	Essential	Interview

This job description serves as a guide to the general duties of the role and may be reviewed on an ongoing basis.