

## JOB DESCRIPTION

**Job Title:** Disability Adviser

**Accountable to:** Senior Disability Adviser

**Contract Length:** Fixed-term (12 months)

**Hours per week/FTE:** Full-time (35 hours per week)

**Salary:** £37,532 - £45,865

**Grade:** 4

**College/Service:** University Disability Service

**Location:** University Disability Service at Online and at College sites

### Purpose of Role:

To be part of the University Disability Service, delivering advice and support to prospective and current students on disability access and support issues, funding, and other sources of support.

To work closely with the Disability Service managers and colleagues in developing good systems and procedures, and in realising the disability strategic plan.

To work closely with academic colleagues and other university staff, to communicate effectively about students' access requirements and support needs.

### Duties and Responsibilities

- To provide information, advice and guidance to students and prospective students on disability-related topics including applying for Disabled Students' Allowances or other financial assistance, access and support arrangements.
- To offer guidance to university staff on disability equality good practice, including making adjustments in relation to teaching, learning and assessment.
- To work closely with Academic Support, academic staff, and other staff to ensure good levels of communication and co-ordination of provision.
- To be a positive and participative member of the University Disability Service, demonstrating engagement with the Disability Service values.
- To undertake specialist casework with students with a range of impairments and conditions, including specific learning differences, mobility impairments, sensory impairments, mental health conditions, and autism.
- To develop and deploy specialist skills and knowledge of disability advisory work in one or more area of special interest in order to support their casework.
- To liaise and refer to external agencies such as Student Finance England, external suppliers of equipment, and support workers.
- Where appropriate, to undertake advocacy and to negotiate on behalf of students, both within the university and in respect of outside bodies such as Student Finance England and equipment providers.
- With the Senior Disability Advisers and Support Work Coordinator, to assist with the recruitment and selection of support workers, to allocate support workers to students in your case load, and maintain effective communication with support workers about individual students.

- With managers and colleagues within the Service, to participate in, help to develop, and facilitate UAL's disability equality training provision for staff.
- To maintain accurate records, and to contribute to the evaluation and monitoring of the service.
- To undertake a range of administrative tasks in order to support the delivery of disability advice and support.
- To provide DSA application support and associated liaison with doctors, psychologists, access centres and funding bodies, e.g. Student Finance England.
- With the Senior Disability Advisers, to monitor expenditure on individual students' support, including University, DSA and Additional Learning Support expenditure
- With service managers and college staff, to explore new types of support for students and to undertake project work to support the development of the service.
- To deliver presentations on disability access, inclusion and support arrangements
- To represent the work of the team at appropriate committees and other meetings, both internally and externally.
- To keep up-to-date with changes and developments in legislation, best practice, and procedures across the sector.
- To perform such duties consistent with your position as may be assigned to you anywhere within the University.
- To undertake health and safety duties and responsibilities appropriate to the post.
- A commitment to University of the Arts London's Equal Opportunities Policy, together with an understanding of how it operates within the responsibilities of this post.
- A commitment to your own development through effective use of the University's appraisal scheme and staff development processes, regular training and continuing professional development activities.

**Key Working Relationships:** Managers and other staff, and external partners, suppliers etc; with whom regular contact is required.

1. University Disability Service staff
2. Student Services staff, including Student Advisers, Mental Health Advisers, Health Adviser, and other staff from the Counselling, Health Advice and Chaplaincy team.
3. Programme Directors, Course Leaders, and academic tutors and programme/course administrators.
4. Library and Student Support Services staff, including Academic Support and staff working within Library Services and Learning Zones.
5. Health and Safety and Estates staff.
6. Student Finance England
7. Support providers

**Specific Management Responsibilities**

**Budgets:** n/a

**Staff:**

**Other** (e.g. accommodation; equipment):

Signed Carys Kennedy Date of last review April 2023  
(Recruiting Manager)

**Person Specification**

Specialist Knowledge/ Qualifications	<ul style="list-style-type: none"><li>• A good working knowledge of the disability component of the Equality Act, the Public Sector Equality Duty and the social model of disability, especially as they relate to Higher and Further Education</li><li>• Possession of a first degree, or the Certificate in applied Advice Work, NVQ Level III Advice and guidance, or equivalent qualification</li><li>• Substantially trained on a number of disability-related topics</li><li>• Broad knowledge of disability issues as they relate to Higher and Further Education</li><li>• Detailed knowledge of some and good working knowledge of all – <i>in relation to the specific, impairment or condition, related barriers and types of appropriate support:</i><ul style="list-style-type: none"><li>○ Mental health</li><li>○ Autism</li><li>○ Sensory impairments</li><li>○ Mobility impairments</li><li>○ Long-term health conditions</li><li>○ Specific Learning Differences</li></ul></li><li>• General knowledge of assistive software and technology</li></ul>
Relevant Experience	<ul style="list-style-type: none"><li>• Experience of participating in a network of disability providers</li><li>• Disability advice related experience in the public sector, ideally within Higher or Further Education</li><li>• Successful experience of working in a team</li><li>• Experience of working with international students and students from a range of cultural backgrounds</li><li>• Experience of working in the cultural/ creative sector</li></ul>
Communication Skills	Communicates effectively orally, in writing and/or using visual media.
Leadership and Management	Motivates and leads a team effectively, setting clear objectives to manage performance
Research, Teaching and Learning	Uses effective teaching, learning or professional practice to support excellent teaching, pedagogy and inclusivity
Professional Practice	Contributes to advancing professional practice/research

	or scholarly activity in own area of specialism
Planning and Managing Resources	Plans, prioritises and organises work to achieve objectives on time
Teamwork	Works collaboratively in a team and where appropriate across or with different professional groups.
Student Experience or Customer Service	Builds and maintains positive relationships with students or customers
Creativity, Innovation and Problem Solving	Uses initiative or creativity to resolve problems

The application form sets out a number of competence questions related to some of the following selection criteria. Shortlisting will be based on your responses to these questions. Please make sure you provide evidence to demonstrate clearly how you meet these criteria

**Last updated: April 2023**

## The University Disability Service - Disability Adviser - Accompanying information for Applicants

This post offers an exciting opportunity for an experienced and well-organised Disability Adviser with excellent communication and workload management skills to join our innovative service.

### The University

The University is collegiate, consisting of 6 colleges located across London:

- Central Saint Martins
  - London College of Fashion
  - London College of Communication
  - Camberwell College of the Arts
  - Chelsea College of Arts and Design
  - Wimbledon College of Art
- } One Administrative Unit CCW

UAL courses include a variety of teaching and learning methods, including: lectures, workshops, studio work, group work and individual projects. Some subjects are examined; coursework, portfolios and 'crits' are common assessment methods.

Approximately 20% of students at the University are disabled and/or dyslexic. The University has the highest number of students in receipt of Disabled Students' Allowance funding in the country. The University Disability Service is an accredited provider of Specialist 1-2-1 study skills support for DSA.

### The Disability Service

The Disability Service aims to work together with students and staff to promote and inclusive learning environment where disabled students are able to succeed. The Service champions the social model of disability and its work is underpinned by the following values:

1. Respect the **individual**
2. Promote **inclusive** practices
3. **Empower** students and colleagues
4. Ensure **high quality** and **professionalism**

The Disability Service provides advice and support to students at sites across all six colleges. It was significantly expanded in 2013-14 as part of the University's commitment to improving the disabled student experience.

The University Disability Service (UDS) currently consists of

- The Head of The Disability Service
  - Deputy Manager
  - 2 Senior Disability Advisers
  - 2 Study Skills Support Co-ordinators
  - 1 Administration Manager
  - 1 Support Work Co-ordinator
  - 8 Disability Advisers
  - 4 Disability Administrators.
  - A mixture of Salaried Term-time Only Study Skills Support Tutors and Hourly Paid Study Skills Tutors
- } The Service Management Team

The Disability Service handles inquiries from students and third parties, holds appointments with students and staff, assesses disabled students' needs and arranges support and adjustments for students (e.g. providing support workers and loan equipment, securing adjustments to teaching/assessment).

The Disability Service provides advice and support to disabled and dyslexic students across all six colleges.

The Disability Service operates over several sites. The Administrators' main base and the main headquarters for the Disability Service are at High Holborn, from where it works closely alongside other Student Services functions. The Disability Administrators may be also be required to work at College sites as well.

## **Training and Development Opportunities**

The Disability Service encourages all team members to engage with professional development opportunities. The University is investing in staff training and development to make sure that the disabled student experience is of the highest quality.

## **History of the Disability Service**

In 1988 a disability coordinator was appointed for the first time to the then London Institute. (The London Institute became the University of the Arts in 2004). From then until December 2009 this role evolved with the changing shape and size of the University. Colleges employed their own local Disability Officers and developed their own approaches to providing support and making adjustments.

Following a review, a new small Disability Service team was established in 2010. Since then the University established a Disability Project Board – chaired by a Pro-Vice Chancellor. The Project Board oversaw the expansion of the Disability Service. From August 2013 onwards the Disability Service has been responsible for providing disability and dyslexia advice, support and training, University-wide.

Please visit the Disability Service website for more information:

<http://www.arts.ac.uk/study-at-ual/student-services/disability--dyslexia/>

## **A Brief History of the Institution**

**1854** Saint Martins, the first of the Institute's colleges is established. Now part of Central Saint Martins.

**1891** Chelsea College established.

**1894/5** Printing College established, now called the London College of Communication.

**1896** Central College established. Now part of Central Saint Martins.

**1898** Camberwell College established.

**1915** Barrett Street Trade School established - forerunner to the London College of Fashion.

**1921** Retail & Distributive Trades College established. Now part of the London College of Communication.

**1967** London College of Fashion established.

**1986** Establishment of The London Institute.

**1989** Central & Saint Martins merged as Central Saint Martins College of Art & Design (CSM)

**1999** Drama Centre London (DCL) merged into CSM.

**2000** Cordwainers College merged into LCF.

**2003** The London Institute awarded University title.

**2003** Byam Shaw School of Art merged with CSM.

**2004** London College of Printing renamed London College of Communication.

**2004** The London Institute renamed University of the Arts London (UAL)

**2006** Wimbledon School of Art became the sixth College of University of the Arts London

**2008** Within UAL, strategic alliance of Camberwell, Chelsea and Wimbledon Colleges (CCW)

**2010** Central Saint Martins open new Kings Cross site, moving from Southampton Row and Charing Cross Road.