

## Head of the University Disability Service - Accompanying information for Applicants

This post offers an exciting opportunity for an experienced manager with excellent communication and leadership skills to lead 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 Disability Service

The Disability Service aims to work together with students and staff to promote an 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 Dyslexia Support Co-ordinators
  - 1 Senior Disability Administrator
  - 1 Support Work Co-ordinator
  - 8 Disability Advisers
  - 4 Disability Administrators.
  - 10 Salaried Term-time Only Dyslexia Support Tutors and 11 Hourly Paid Dyslexia 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). It provides diagnostic assessment services for students who may have Specific Learning Differences (SpLDs)

The Disability Service works with a range of external parties, including: specialist assessors for SpLDs; providers of specialist support work; funding bodies; DSA Study Needs Assessment Centres. The Disability Service actively participates in the activities of relevant professional bodies (particularly National Association of Disability Practitioners (NADP) and Association of Dyslexia Specialists in Higher Education (ADSHE). This includes delivering workshops and presentations at conferences.

### **The Head of Service Role**

The Head of Service leads the Disability Service team, being responsible for the quality and consistency of its work. The Head of Service line-manages all members of the Disability Service management team, with the exception of the Senior Disability Advisers (who report to the Deputy Manager). The post-holder will manage the Service's relationships with key stakeholders. They will also deliver some advice directly to students (usually those with complex requirements or in order to resolve conflicts). The post-holder is also responsible for management information reporting and for service budgets (including substantial budgets for student support).

As the designated institutional lead for disability matters, the Head of Service provides expert consultancy to the University on disability-related matters. They will also co-ordinate training programmes and projects to promote an inclusive learning environment.

The Head of Service is part of the Student Services Management Group. Close collaboration between service leads is required in order to co-ordinate delivery of services across sites.

The main base for Service management and administration is at High Holborn. The Head of Service is based at High Holborn. Frequent travel to college sites is required.

### **Training and Development Opportunities**

The Disability Service has a strong focus on quality and the Head of Service plays a key role in identifying training needs and facilitating team members' engagement with development opportunities.

The University is investing in staff training and development to make sure that the disabled student experience is of the highest quality. The Head of Service is responsible for coordinating disability-related staff development programmes. This includes regularly facilitating workshops and discussions and managing relationships with an external Disability Equality Training facilitator.

### **Working parties**

The Disability Service runs working parties to enhance the quality of the service and ensure that its work responds to external changes. Current projects include: developing resources about inclusive practices for staff; improving resources for students; developing inclusion plans for students and an internal methodology for consistent assessment of students' access and support needs. Every

member of the Disability Service team is a member of one of these projects. The projects involve colleagues from outside the service and engaging with students.

## **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.