



JOB DESCRIPTION

Post:	HE Disability Advisor
Department:	Achievement and Success Centre
Reporting to:	HE Disability Support Manager
Salary:	Up to £22,950 per annum
Hours per week:	A minimum of 37.5 hours per week
Contract Type:	Permanent
Annual Leave:	25 days
Probation Period:	6 months

General Information:

The Learning Support Department is based within ASC (Achievement and Success Centre) and is a service offered to Higher Education students. We support students with a wide range of disabilities including Learning Differences, Mental Health and Physical Disabilities.

Main Purpose of the Role:

You will ensure that students have a smooth transition into Higher Education (HE), particularly those with learning and mental health support needs. In addition, you will be providing effective ongoing pastoral support to enable student development, and to maximise student retention and achievement for these students.

This is a key role in contributing to a professional and specialist advice and guidance service to support students with learning and mental health difficulties to enable them to access their studies successfully and encourage academic progress and student retention.

The role will include providing specialist advice and awareness training to academic and support staff, around working confidently with students with a range of disabilities.

The post holder is expected to contribute to improve communication and proactively work with the student community to foster engagement with, and an understanding of, services provided within the ASC Team and the Wellbeing Team.

The post holder will have or gain an understanding of the disability support and mental health needs across the HE and Student Community and support the Line Manager, where appropriate, with any change management and development requirements to meet identified support needs of the students such as paperwork changes, process changes and record keeping systems.

Main Duties & Responsibilities:

1. Manage a caseload of new and continuing students presenting with a range of support issues and maintain a system of records within agreed protocols and procedures understanding when there is a need to refer to Hartpury's Wellbeing & Safeguarding Team.



2. Work with curriculum teams, identify and support students who are at risk of leaving and ensuring that appropriate individualised support is in place.
3. Maintain excellent professional boundaries at all times. Being vigilant of the impact of inappropriate boundaries on both students and staff expectations.
4. Provide one-to one advice and information to disabled students and assist students with a range of disabilities.
5. Provide professional and specialist information, advice and guidance to academic colleagues
6. Accurately interpret, and keep up to date with, all relevant legislation relating to disabled students, and to ensure that accurate and appropriate advice is offered at all times.
7. Refer to student record data held on the student records system as required and ensure full and accurate casework data is recorded in compliance with the Service's Code of Confidentiality, professional standards and audit requirements.
8. Support students making Disabled Students Allowance (DSA) applications and to ensure that students who have a disclosed a disability receive support and reasonable adjustments to enjoy full inclusion in university life. This will involve liaising with external bodies such as Student Finance and also internal departments such as the Finance department.
9. Liaise with colleagues within the examinations team to implement examination arrangements for disabled students, in compliance with the Equality Act.
10. Provide pre-entry advice and guidance to prospective students and assist at open days and other similar University events. Support internal students transitioning from FE to HE.
11. Provide cover in the office to ensure that the office is manned throughout the year.

Teaching Posts Only

For all teaching and related posts, the following duties are specified: formal scheduled teaching; tutorials and student assessment; management of learning programmes and curriculum developments; student admissions; educational guidance and counselling; preparation of learning materials and assessments; marking of student work and examinations; management and supervision of student visit programmes; research and other forms of scholarly activity; marketing activities; consultancy; leadership and staff management; administration and personal professional development. Workloads will be determined in line with your timetabled activity.

Other Reasonable Duties

This Job Description sets out the main duties of the post at the date when it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post. In cases, however, where there is a permanent or substantial change in the duties and



responsibilities the College reserves the right to amend the job description in consultation with the employee to reflect changes in the duties of the post. This list of duties is not exhaustive and from time to time staff will be asked to undertake any other reasonable tasks in relation to their role.

Safeguarding

Hartpury College recognises that it has a statutory and moral duty to ensure that the College safeguards and promotes the welfare of young people and vulnerable adults receiving education and training at the College. It is the responsibility of everyone at the College to protect young people and vulnerable adults and there are procedures in place to minimise risk and ensure appropriate action is taken should abuse be suspected.

You are responsible for familiarising yourself with the Child Protection & Safeguarding Policy and Procedures, the Code of Professional Conduct, the Guidelines on Professional Boundaries and Keeping Children Safe in Education and adhering to these regulations in the workplace. A copy of these Policies and Procedures can be found on the staff intranet.

Equality, Diversity and Inclusion

It is the responsibility of the post holder to promote equality and diversity across the Hartpury University. The post holder will undertake their duties in accordance with the policies relating to equality and diversity.

Hartpury is committed towards promoting positive mental health by working towards the MINDFUL EMPLOYER Charter. The College aims to create a culture of support within the workplace where employees can talk about mental health problems without the fear of stigma or discrimination.

Health and Safety

The post holder will be required to promote health, safety and wellbeing throughout the university. They will also be required to undertake their full duties and responsibilities in accordance with Health and Safety Policies and Procedures.

PERSON SPECIFICATION

Requirements	Essential	Desirable	How Assessed (AF / IV / Other)
Qualifications/Training			
Five GCSEs at Grade C or above (or equivalent), including English Language and Mathematics.	✓		AF/IV
A Degree or equivalent qualification in an appropriate area.	✓		AF/IV
Relevant Mental Health Qualification or SpLD Qualification		✓	AF/IV
Knowledge Experience/Key Skills			
Experience of working in a one to one or small group capacity with adults with a	✓		AF/IV

range of disabilities.			
To be able to identify and respond to a variety of concerns referring where necessary	✓		AF/IV
Knowledge and understanding of the impact of mental health difficulties on academic engagement.		✓	AF/IV
High level of flexibility	✓		AF/IV
Ability to work under pressure and to handle stressful and competing demands	✓		AF/IV
Excellent verbal and written communication, interpersonal and team skills	✓		AF/IV
Ability to evidence strong professional boundaries in challenging situations.	✓		AF/IV
Understanding and knowledge of Disabled Student Allowance (DSA) support / funding.		✓	AF/IV
Excellent organisational and administrative skills.	✓		AF/IV
Highly motivated and committed to developing the wellbeing and resilience of students.	✓		AF/IV
A demonstrable knowledge, understanding and application of the HE sector, including: Student Support. Student Finance. QAA.		✓	AF/IV
An understanding of safeguarding		✓	AF/IV
Behavioural Competencies			
Excellence With enthusiasm, we work to deliver a high-quality service to meet personal, organisational student and customer expectations. We pursue a 'can-do' attitude in all of the work we deliver ensuring it meets the needs of all current and potential students and customers.	✓		AF/IV
Champion Change With enthusiasm we seek to continually improve and are always receptive to new ideas. We display agility and promote change as an opportunity to apply new skills and foster a learning environment.	✓		AF/IV
Responsibility We take ownership of our work and use	✓		AF/IV



our initiative to deliver. We are accountable for our own performance and development, and we take responsibility for our actions and decisions.			
Working Together We work with others to reach a common goal; sharing information, supporting colleagues and searching out expertise and solutions from relevant partners.	✓		AF/IV
Trust and Respect We are aware of our impact on others and our use of resources. We value openness and listen carefully to understand the views of others. We promote the values of diversity.	✓		AF/IV

Where aspects of the person specification are shown as 'desirable' it is understood that the knowledge, skills or experience required could be achieved through relevant training which Hartpury is committed to provide. In decisions on selection, however, preference will be given to those candidates who can already demonstrate competence in areas specified.

In addition to the candidate's ability to perform the duties of the post, the selection process will also explore issues relating to safeguarding and promoting the welfare of young people and vulnerable adults. The candidates will also be tested with regard to their openness to diversity.

This post is subject to Hartpury obtaining medical clearance, DBS clearance, and evidence to show eligibility to work in the UK and employment references satisfactory to the university.