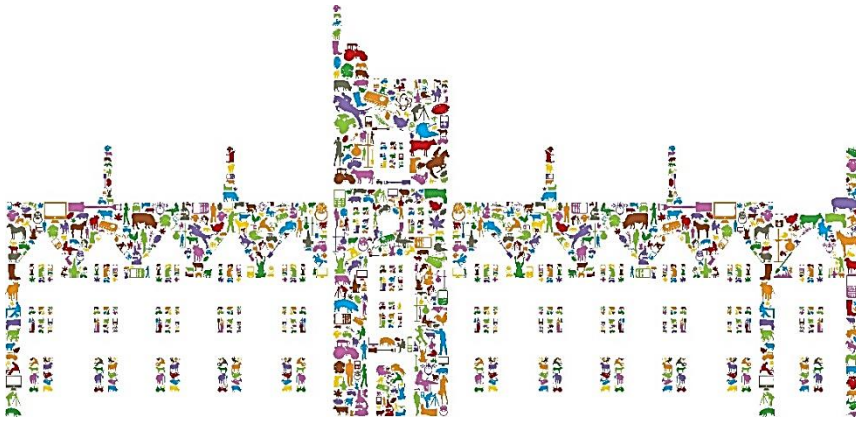


Disability and Inclusive Learning Adviser



Introduction

The Royal Agricultural University (RAU) is going through a period of exciting and dynamic change. At the forefront of agricultural education since our foundation as the Royal Agricultural College in 1845, the University now has some 1,100 undergraduate students from over 45 different countries studying at our historic campus, set in 25 acres of magnificent grounds in the heart of the Cotswolds.

A full University since 2013, the RAU is an acknowledged leader in education and applied research relevant to the land-based industries notably agriculture, rural land management, property and the built environment, the food supply chain, agribusiness, countryside and environmental management and equine management and science.

The Role

Working as part of the Student Support Service Team, the Disability and Inclusive Learning Adviser will provide information, advice and support to prospective and current disabled students including information on appropriate funding and learning support. The Disability and Inclusive Learning Advisor will assess and communicate recommendations for reasonable adjustments and contribute to the development of inclusive practices and resources. The Advisor will also provide specialist tuition to students in order to develop their study skills' strategies and promote autonomy. The Advisor will work with colleagues across the RAU to assist in developing an inclusive approach to disability.

Department: Student Support Service

Responsible to: Student Support Services Manager

Location: Cirencester, Stroud Road Campus

Term: Permanent, 35 hours a week

Salary Grade 6: £25,941 - £30,942 p.a. (appointment level will depend on experience):

Relationship with: Staff, students, Director for Students

Key Responsibilities

Work with students

Assess the requirements and needs of disabled students in order to communicate recommendations for reasonable adjustments to academic teams through individual learning plans.

Facilitate applications for Disabled Students' Allowances and other disability funding, and liaise with needs assessment centres and funding bodies about recommendations and support.

Support students with screening activities to identify student needs and advise students on assessment processes.

Provide tuition commensurate with the needs of HE students with Specific Learning Differences (notably dyslexia) in order to encourage the development of strategies and skills that will build study skills and enable autonomy.

Provide specialist and expert advice in constructing appropriate individual work plans that evaluate student's progress, assess the nature and extent of learning, and devise appropriate teaching resources.

Ensure that a high quality service is provided, including responding effectively to all student enquiries, ensuring that students receive accurate and prompt advice and all responses/attachments are logged appropriately.

Assess students using the service to identify levels of risk and any potential welfare concerns so these can be supported or signposted correctly.

Support disabled students with university policies and procedures including health, wellbeing and fitness to study and exceptional circumstances.

Work within the Student Support Service and across the RAU

Maintain contemporaneous records of communications, actions, agreements and decisions in accordance with data protection and confidentiality.

Support promotional work for the Student Support Service, and other associated areas, across key activities such as open days, arrivals weekends, Welcome Week etc.

Provide input to the continuous improvement of the service by identifying opportunities for more effective working practices within the Student Support Service and other associated areas.

Work closely with relevant academic staff in organising staff development relating to disability and inclusive learning.

Develop and communicate resources for staff and students relating to inclusive teaching and learning.

Prepare relevant reports and other documentation as required.

Promote practices which support recruitment, admission and progression of disabled students.

Support the work of the Equality, Diversity and Inclusion Group, and other committees or working groups as required, in developing and promoting a fully inclusive culture at the RAU.

Represent the RAU with external agencies and to attend appropriate conferences and seminars to ensure that current trends and good practices are promoted.

As an employee:

Maintain a first class level of customer service ensuring that all customers are treated efficiently and in an appropriate manner.

Work within the relevant legislation, policies and procedures.

Undertake all training required and attend training courses as identified and agreed for appropriate development.

Working within the Health and Safety at Work Act, the post holder has a legal duty to take reasonable care for Health and Safety both for themselves and others who may be affected by their actions. They are also required to undertake Health and Safety training commensurate with the level required by the post and to take part in risk assessment procedures and the implementation of agreed recommended work practices within the area.

Undertaking other duties not specifically stated which from time to time are necessary without altering the nature or level of responsibility.

Person Specification

Attributes	Essential Requirements	Desirable Requirements
Education / Qualifications	Educated to degree level or equivalent. Membership of a relevant professional body such as PATOSS, ADSHE or the Dyslexia Guild (or eligible to obtain this). Teaching qualification (or demonstrably equivalent experience)	OCR Level 5 Diploma in Teaching and Assessing Learners with Dyslexia/Specific Learning Difficulties or equivalent.
Experience/Knowledge	<p>Previous experience advising and supporting disabled young people/adults in an education, community, health or employment setting.</p> <p>Knowledge and experience of designing and delivering inclusive education and teaching.</p> <p>Experience of tailoring appropriate teaching resources to students' learning profiles.</p> <p>Demonstrable experience of effective intervention and signposting in crisis situations.</p> <p>Knowledge of a range of disabilities and the types of reasonable adjustments that</p>	Experience of working in HE or FE in the area of student support. Up to date knowledge on resources and equipment such as assistive technology and apps.

	<p>scan effectively support disabled students in HE.</p> <p>Up to date knowledge of the Equality Act and its practical implications in education.</p> <p>Knowledge of DSA, DLA/PIP and other grant funding streams available to students with mental health difficulties.</p> <p>Substantial organisational and administrative experience in successfully managing a demanding caseload, with specific skills in using electronic systems to maintain case files and respond to customer enquiries.</p>	
<p>Skills/Personal Requirements</p>	<p>Ability to manage a demanding and diverse workload.</p> <p>Self-motivated to maintain high standards of service</p> <p>Excellent IT skills, with a strong ability to routinely use electronic systems to respond to and manage student enquiries</p> <p>Ability to identify individual student's learning approaches, study skills' strengths and weaknesses.</p> <p>Ability to work well as part of a team and to build effective working relationships with colleagues within the Service and across the RAU.</p> <p>Experience of managing and resolving conflict situations.</p> <p>Ability to work effectively to meet tight deadlines/targets, whilst retaining accuracy and attention to detail.</p> <p>Self-motivated, proactive, flexible and an effective organiser.</p> <p>Ability to adopt a positive, solutions-based approach to day-to-day work demands</p> <p>Excellent communication skills, with a demonstrable ability to communicate clearly and concisely .</p> <p>The ability to exercise confidentiality,</p>	

	<p>ensuring full compliance with the Data Protection Act and associated organisational policies</p> <p>Evidence of ongoing commitment to Continuing Professional Development</p> <p>Ability to meet the demands of working the core service hours of 0900 – 1700, and willingness to work some weekends and evenings in return for TOIL.</p> <p>Able to meet the requirements of an Enhanced DBS check</p>	
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Benefits of Working with Us

We have over 200 dedicated employees who are proud to work for us. Over the last year, we've continued to invest in our people. Whether our people are permanent, or join us for a few months, we genuinely take their health, wellbeing, and development seriously. We believe in investing in development and happiness at work and have a good range of benefits, a full list can be found here: <https://www.rau.ac.uk/about/jobs/benefits-working-us>

Application Process

If you are interested in applying for this role, please send:

- A University [Professional Services Application Form](#) together with the [Equal Opportunities Monitoring Form](#) available on the University website www.rau.ac.uk) – you may attach your up to date CV if you wish to add additional information
- Please forward to the HR Team, Royal Agricultural University, Cirencester, Gloucestershire, GL7 6JS or via email to jobs@rau.ac.uk saying where you saw the advert for the role
- **Closing date:** Sunday 3rd November with interviews on Monday 18 November 2019.

