

JOB DESCRIPTION

Job Title: Accessibility Advisor

Grade: L

Responsible to: Wellbeing Services Manager

Job Purpose:

To advise and assist disabled students. The Accessibility Advisor is required to work on the University of Exeter, Penryn and Falmouth University campuses within Student Support Services and at The Compass, Student Information Service within the Exchange as required.

Main Duties and Responsibilities:

To advise and support all disabled students, including those with mental health issues in the processes of assessment and claims for Disabled Students Allowance in liaison with LEAs and SFE nationally.

To support students in resolving crisis situations relating to wellbeing.

To work closely with the Wellbeing Services Manager area in organising staff development relating to disability.

To arrange assessment and screening activities to identify student needs.

To liaise with academic and institutional departments in order to arrange reasonable adjustments for learning and teaching activities.

To support students during Fitness to Study procedures.

To prepare reports and other documentation relating to the Accessibility Service, under the direction of the Wellbeing Services Manager.

To promote practices which foster recruitment, admission and progression of disabled students.

To create resources for staff and students relating to teaching and learning.

To represent the Accessibility Service with external agencies and to attend appropriate conferences and seminars to ensure that current trends and good practices are promoted.

To support promotional work for Student Support Services, and other associated areas, across key activities such as open days, move in weekends etc.

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

To assist in the maintenance of the Inventory Management System.

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

To work within the relevant legislation, policies and procedures.

To participate in the Annual Performance Development Review Process.

To actively support equality and diversity policies of Falmouth Exeter Plus.

To attend training courses as identified and agreed for appropriate development.

Working within the Health and Safety at Work Act, the postholder 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

Post Title: Accessibility Advisor

Attributes	Essential Requirements	Desirable Requirements
Education / Qualifications	Educated to degree level or equivalent.	NVQ3 or similar in IAG Health and safety / risk assessment qualifications
Experience / Knowledge	<p>Previous experience as an Accessibility/Disability Advisor or CPN in an education, community or health setting, working with a range of disabilities.</p> <p>Demonstrable experience of effective intervention and signposting in crisis situations.</p> <p>Knowledge of mental health difficulties both as primary and secondary issues.</p> <p>Knowledge of DSA, DLA and other grant funding streams available to students with mental health difficulties.</p> <p>Administrative experience to facilitate the maintenance of an active and diverse caseload.</p>	<p>Experience of working in HE or FE. in the area of student support.</p> <p>Knowledge of learning difficulties.</p>
Skills / Personal Requirements	<p>Ability to manage an intense and diverse workload</p> <p>Ability to work flexibility and with accountability within a team context.</p> <p>Experience of managing and resolving conflict situations.</p> <p>The ability to exercise absolute confidentiality within ethical boundaries.</p>	