

**JOB DESCRIPTION**

Disability and Inclusive Practice Adviser, Student Wellbeing Services

Ref: 0622-24

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| **Job Title:** Disability and Inclusive Practice Adviser | **Present Grade:** 6S |
| **Department/College:** Disability and Inclusive Practice Service |
| **Directly responsible to:** Disability and Inclusive Practice Manager |
| **Supervisory responsibility for:** n/a |
| **Other contacts**  |
| This advisory role reports into the Disability and Inclusive Practice Manager and forms part of a team responsible for assessing and coordinating support and adjustments for disabled students at Lancaster University. The role holder typically liaises with other colleagues in Student Wellbeing Services and the Student Mental Health Service as well as with academic and professional services staff across the university in academic departments and faculties. Externally, it is expected that the Disability and Inclusive Practice Adviser will communicate with applicants’/students’ parents/families and the Students’ Union as well as a range of external agencies including Student Finance, non-medical help agencies, National Association of Disability Practitioners (NADP) etc.  |
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| **Role purpose:**The purpose of this role is to provide high-quality support for students disclosing a disability and to help students have positive, equitable experiences, ensuring an integrated and consistent approach to disability support and the promotion and development of inclusive practice across all university departments through delivery of a business partner model.The Disability and Inclusive Practice Service team assesses and coordinates the academic disability support requirements of over 3000 disabled students each year. The role requires the use of specialist and professional knowledge and expertise relating to disability issues and includes substantial independent decision-making responsibilities. This role is based in a fast-changing environment and sector and will involve managing a busy, challenging, and sometimes complex, caseload of applicants and current students. The Advisers are required to develop specialist knowledge in one or more nominated area of expertise and undertake relevant training as required.The Disability and Inclusive Practice Advisers are responsible for working in partnership through a business partner model with academic and professional services staff in faculties and academic departments to ensure discipline and disability specific adjustments, interventions, training and expert information, advice and guidance are in place. There is a focus on anticipatory adjustments and inclusive practice. It is expected that the role-holder will work collaboratively to ensure that information and guidance is consistent, data is collected, managed and reported effectively, and services are designed and delivered in a way that puts the student at the centre of the service delivery model.**Responsibilities:** 1. Work as a business partner with nominated departments and faculties to ensure in depth knowledge and understanding of individual department requirements which may require some co-locating. Work with academic and professional service colleagues to develop, embed, and champion discipline specific adjustments and approaches, inclusive practice, through training and advice for staff.
2. Review and report on department and faculty disability related data, working with the Disability and Inclusive Practice Manager to identify, rollout, and evaluate subject specific initiatives and to shape the development of the service and its processes.
3. Provide specialist information, advice and guidance to disabled applicants and students, enabling the University and its staff to fulfil our duties under the Equality Act 2010 and other legislation. This will include: presentations to share information; arranging one to one meetings; collaborating with other key services to identify, develop and support initiatives and activities; liaising with external services; providing proactive information and activities on key student issues, e.g. DSA and exam arrangements; referring and signposting to key support services; reviewing and interpreting medical evidence and assessments; treating information in a confidential, sensitive and appropriate way: considering, documenting and justifying decision making regarding adjustments and alternative assessment requests; and creating, reviewing and implementing Inclusive learning and Support Plans (ILSPs).
4. Actively manage a caseload of disabled students with enhanced requirements taking responsibility for arranging, documenting, and justifying key decisions and recommendations. This will include proactive engagement to facilitate: three way meetings with the academic department and the student; regular scheduled review meetings; increased contact and liaison with external services on behalf of and alongside the student; arranging departmental visits as standard (both prior to and during studies) to identify and better understand digital, environmental, academic , physical or social barriers and challenges; responsibility for professionally challenging inappropriate or unreasonable practice and identifying, developing and providing bespoke advice, guidance and training to staff; arranging case conferences to more effectively support students; accountability for providing regular updates to the wider service and manager, including producing summary documents for committees and meetings, escalating and presenting cases at departmental meetings and supporting the manager with risk assessments, student complaints and student of concern cases where necessary.
5. Provide expert knowledge in disability support, engaging in a process of continual development, undertaking relevant training and qualifications as required.
6. Contribute to the strategic development of inclusive practice and an inclusive teaching and learning framework alongside the embedding of the Disabled Students Commitment Statements. Work in partnership with departments and related working groups or services to understand the challenges specific to the relevant disciplines and support the development of embedded and consistent approaches to inclusive practice and additional reasonable adjustments, including identifying, documenting, and communicating new processes and procedures to embed the Commitment Statements.
7. Act as an Operational Lead in specified area(s) and support strategic and collaborative development of disability policies, procedures, information, advice, guidance, and support services. Accountable for researching good practice, collating, and analysing statistics, undertaking reviews, identifying innovative and lean service delivery models elsewhere in the sector, and producing and communicating clear, concise reports and oral presentations. This responsibility provides an excellent opportunity to ensure the university embeds inclusive practice and the Commitment Statements across all student business functions.
8. Act as a Disability Lead role in specified area(s) to research good practice and undertake training to develop specialist knowledge around a disability/ies and supportive strategies, ensuring the knowledge is cascaded through multiple channels such as the Student Digital Hub/Staff Intranet, Good Practice Guides, Xerte courses, Tool Kit, presentations and the delivery of staff and student workshops and proactive interventions to support students transitioning to the university, in programme retention and achievement of good degrees and successful destination outcomes.
9. Support development of disability-related policies, procedures, information, advice, guidance, and support services.
10. General duties:
	1. Organise, plan and prioritise own work activities, and the work of others where appropriate, to contribute to the achievement of service objectives and professional standards.
	2. Under the direction of the Head of Service, work to promote the advice and wellbeing services to all students and contribute to the activities of Student Wellbeing Services and the Student and Education Services Division in support of the department/division’s aims and outreach activities.
	3. Contribute as required to the wider work of the Student and Education Services Division, particularly during periods of peak activity including, but not limited to, registration, open days, offer holder events, visit days and graduation which may on occasion require out of hours and/or weekend work.
	4. The duties listed are not exhaustive and may be varied from time to time as dictated by the changing needs of the University. The post holder will be expected to assist in any other work of the Student Wellbeing Services teams or other duties as may be reasonably required by the Head of Service that are commensurate with the grade.

**Disclosure and Barring Service Criminal Records (DBS) Check** The post is subject to a DBS check. |