



BPP Job Description

Job Title	Disability Advisor
Department	Group Education Services
Location	Central London
Additional details	Various London sites
Travel requirements (if applicable): As required	
Contract type	Full time and permanent
Hours of work	37.50 hours per week

Job Purpose

To provide confidential support and advice for disabled students (including applicants) to ensure they can access all aspects of the academic environment. The post holder will be expected to maintain a case load of students, and ensure reasonable adjustments are appropriately deployed. To oversee local arrangements for support with a partner staffing agency, dealing with the more complex cases. To provide comprehensive advice regarding funding such as the Disabled Students' Allowance and ensure that all pertinent information is accurate and reflects the student's support needs and requirements for financial and quality assurance audits. The post holder will contribute to the work of the Learning Support Service in the promotion, monitoring and review of the Service and ensure that the BPP's commitment to Equality and Diversity, under the Equality Act 2010, is adhered to.

Key Responsibilities

- To respond to student's disability disclosure in line with service level agreements and Policy.
- To meet and advise students; evaluating support requirements based on individual entitlements and academic standards.
- To produce Learning Support Agreements and reviews based on the outcome of assessments, medical evidence, specialist reports and Learning Support interviews.

- To disseminate pertinent student information to tutors, Learning Support Officer, and other relevant staff in accordance with Disclosure Agreements, to ensure adjustments and 'preferred way of working' are accommodated.
- To ensure that all Learning Support documentation is accurate, and that sufficient evidence is provided to support adjustments and entitlements and that this is recorded in line with Data Protection requirements and Learning Support Office requirements.
- To maintain a caseload of students providing one to one support as required.
- To advise academic staff and departments including facilities teams on appropriate reasonable adjustments to ensure individual students can access their studies.
- To liaise with internal and external agencies and partners as required.
- To provide BPP site orientations for students with sensory impairments and on the autistic spectrum as required.

Skills, experience & qualifications required - Essential

- A degree and ideally a disability related qualification, however applications from candidates with appropriate and relevant work experience or other equivalent qualifications will also be considered.
- Significant experience and understanding of working with individuals with a range of disabilities, including but not limited to, mental health, sensory impairments, physical disability, and the autistic spectrum.
- A proven track record of giving advice, guidance and facilitating support for disabled people, preferably within an educational setting.
- An ability to empathise and be non-judgemental with all students regardless of background and beliefs.
- The ability to deal sensitively and diplomatically, whilst maintaining boundaries within a confidential setting.
- An excellent understanding of the implementation of reasonable adjustments ideally in an educational context.
- A flexible approach and excellent organisational skills, with the ability to prioritise conflicting demands.

The successful candidate will be required to undergo an Enhanced DBS. Please note that this post is exempt from the Rehabilitation of Offenders Act 1974 and therefore the successful candidate will be required to declare any convictions, cautions, reprimands, and final warnings that are not protected, as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013).

Skills, experience & qualifications required - Desirable

- A post graduate qualification relating to disability, learning difficulty, health.
- A counselling qualification at level 3 or above
- An understanding of inclusive approaches to teaching and learning.
- Excellent written and oral communication skills; demonstrating active listening skills with a sensitive approach required to elicit sensitive personal information.
- Experience of working in a team and working independently within a professional setting.
- Familiar with MS Office, Adobe and other educational software including an understanding of adaptive and assistive technology
- Experience of working with partner staffing agencies