**JOB DESCRIPTION**

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Academic Adviser (Neurodiversity)</th>
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<tbody>
<tr>
<td>Department / Unit:</td>
<td>Wellbeing: Disability and Neurodiversity</td>
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<td>Job type:</td>
<td>Professional Services</td>
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<td>Grade:</td>
<td>7</td>
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<td>Accountable to:</td>
<td>Head of Disability and Neurodiversity</td>
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**Purpose of the Post**

The Disability and Neurodiversity team is responsible for organising the support of students who disclose a disability at Royal Holloway, and for assisting in promoting disability equality and inclusive practices across the university. They work collaboratively with all student support services and academic departments to enhance the student experience.

Academic Advisers (Neurodiversity) will work alongside the team in supporting students with disabilities at the College. A large part of the role will involve providing one to one study skills support for neurodiverse students.

**Key Tasks**

- To support neurodiverse students through the provision of one-to-one study skills sessions to assist them in developing and refining appropriate learning strategies and organisational skills
- To manage all administrative tasks related to students’ one-to-one sessions (logs of work and timesheets)
- To monitor, evaluate and maintain records of students’ progress and development (regular reviews)
- To maintain student files in compliance with College Policy, Data Protection and DSA audit requirements
- To participate in regular peer supervision with other Academic Advisers in order to share good practice
- To offer training to academic staff, administrative staff and student helpers on SpLDs, legislation and good support practice including the College’s CAPITAL and inSTIL programmes
- To develop and provide a range of study skills workshops for DDS registered students across the academic year
- To advise students and staff on the College’s Marking Guidelines for Students with Specific Learning Difficulties, updating as appropriate.
- Provide support for students through a variety of contact methods including but not limited to - one to one sessions, group sessions, workshops, on-line delivery and drop-in sessions;
- Maintain, update and develop an area of Moodle that provides study skills resources which can be accessed independently by students;
- Maintain, update and develop an area of Moodle that provides information for staff on how to best support disabled students.
- Complete annual CPD in order to maintain the DSA mandatory qualifications for specialist one-to-one study skills tutor and in order to keep abreast of sector developments
- Carry out screening assessments for students suspected of having a specific learning difficulty and make referrals for full diagnostic assessments, where appropriate
- To carry out diagnostic SpLD Assessments in line with the SpLD Working Group 2005 / DfE Guidelines, where appropriately qualified to do so.
- To be responsible for ensuring that students, who have been screened and referred for diagnostic assessments, complete their registration with the Disability & Neurodiversity team and apply for the Disabled Students’ Allowance, where appropriate
- To contribute to the development of the Disability & Neurodiversity team by keeping up to date with any developments in the sector in relation to disability support and identifying improvements to practice.
- To represent the Disability & Neurodiversity team & Wellbeing department at University events such as open days and applicant visit days (this may require occasional evening and weekend work).

**Internal and external relationships**

This list is not exhaustive but the post holder will be required to liaise with:

- Colleagues in the Disability & Neurodiversity team and all teams within the wider Wellbeing Department
- Academic Departments
- Other College service departments
- Students’ Union

**Other Duties**

- Any other duties as required by the line manager or head of department that are commensurate with the grade
- The duties listed are not exhaustive and may be varied from time to time as dictated by the changing needs of the College. The post holder will be expected to undertake other duties as appropriate and as requested by their manager and head of department.
- The post holder may be required to work at any of the locations at which the business of Royal Holloway is conducted.