# JOB DESCRIPTION

**Job Title:** Academic Adviser (Neurodiversity)  
**Department / Unit:** Directorate of Student Life (Disability and Neurodiversity)  
**Job type** Professional Services; Permanent  
**Grade:** RHUL 7  
**Accountable to:** Head of Disability and Neurodiversity

## 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 University. A large part of the role will involve providing one to one study skills support for neurodiverse students.

## Key Tasks

1. 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.

2. To manage all administrative tasks related to students’ one-to-one sessions (including maintaining records of work and timesheet records for sessions with students).

3. To monitor, evaluate and maintain records of students’ progress and development (regular reviews)

4. Maintain student files and records complying in compliance with Directorate and University policies, current and future legislation and DSA audit requirements.

5. Participate in peer supervision to share good practice with colleagues and to reflect and debrief with colleagues on caseload.

6. Offer training to academic & professional services staff and student helpers on Specific Learning Difficulties, legislation, and best practice for support including the University’s CAPITAL and INSTIL programmes.

7. To develop and provide a range of study skills workshops for disabled students across the academic year.

8. To advise students and staff on the University’s Marking Guidelines for Students with Specific Learning Difficulties, updating as appropriate.

9. 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.

10. Maintain, update and develop an area of Moodle that provides study skills resources.
which can be accessed independently by students.

11. Maintain, update and develop an area of Moodle that provides information for staff on how to best support disabled students.

12. 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.

13. Carry out screening assessments for students suspected of having a specific learning difficulty and make referrals for full diagnostic assessments, where appropriate.


15. 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.

16. 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.

17. To represent the Disability & Neurodiversity team & Directorate of Student Life at university campaign days and events (including recruitment events, graduation, and welcome events. This may require occasional evening and weekend work.

### Other duties

1. The duties listed are not exhaustive and may be varied from time to time as required by the changing needs of the University and / or compliance and legislative requirements.

2. The post holder will be expected to undertake other duties and tasks as appropriate and as requested by their line manager and / or Director.

3. The postholder may be required to work at any of the locations where the business of the University is conducted.

### Internal and external relationships

The following list is not exhaustive, but the post holder will be required to liaise with:

- Colleagues in the Disability & Neurodiversity Team.
- Other teams across the Directorate of Student Life.
- University Academic Schools and Departments.
- University Professional Services teams.
- Students’ Union.