

Job Description

Job Title	Head of Student Wellbeing and Disability Service (Maternity Cover, 12 months)
Salary Scale	LIPA Professional Services Scale 11
Responsible To	Director of Students
Responsible For	Student Wellbeing Officer Mental Health Advisor Student Disability Officer 1-1 Study Skills Tutor Sexual Misconduct Liaison Officer 4 Counsellors
Number in Post	1
Date Drafted	July 2024

Job Purpose

To lead, co-ordinate and develop our Student Wellbeing and Disability Service, ensuring that team members are appropriately qualified and experienced and operate to relevant professional standards and codes of practice and have access to regular supervision.

To oversee the initial assessment of students and signposting to relevant support, both internal and external, including arranging for diagnostic assessments.

To take overall responsibility for ensuring that teaching staff are made aware of specific support needs and promoting good practice generally across the institution.

Major Tasks

1. Co-ordinate and manage an initial needs assessment process for students who may have wellbeing needs, including specific learning difficulties.
2. Ensure support for disabled students.
3. Ensure the collation and recording of information.
4. Maintain and develop the internal support provision available to students, especially in relation to mental health/mental distress and personal crisis.

5. Manage the Student Wellbeing and Disability team.
6. Manage the Student Wellbeing and Disability budget.
7. Maintain and develop relationships with external services and organisations that benefit the wellbeing of our students.
8. Lead on the promotion of good practice in Student Wellbeing and Disability across the institution.

Job Activities

Major Task 1: Co-ordinate and manage an initial needs assessment process for students who may have wellbeing needs, including specific learning difficulties.

1. Regularly review and develop the pathway for students to access wellbeing and disability support.
2. Ensure the appropriate team members are competent in implementing initial assessment processes.
3. Undertake initial assessment for students when service demand requires.
4. Review completed assessments and, identify and action appropriate referral for further services if required.
5. Lead on risk management for students considered to be high risk.

Major Task 2: Ensure support for disabled students.

1. Manage the Student Disability Officer, and provide cover for the role when absent, to ensure that the following are achieved:
 - Guidance is provided to potential and current students in relation to disability related enquiries, including DSA and other funding.
 - Enquiries from students, external funding bodies and suppliers relating to needs assessments and associated recommendations are followed up.
 - Advice is given to staff on good practice when supporting disabled students.
 - Diagnostic assessments are completed where a specific learning difficulty may exist.
 - Student Support Documents are created and shared with relevant parties.
 - Students are supported to access external support provision as allocated to them.
2. Manage the Study Skills Tutor to ensure their role is fulfilled.
3. Identify and commission specialist external support when necessary.
4. Keep up to date with DSA developments and criteria.

Major Task 3: Ensure the collation and recording of information.

1. Provide relevant, accurate and timely information when required.
2. Ensure that all necessary records are properly maintained in accordance with relevant legislation.
3. Undertake appropriate statistical recording, respecting confidentiality and reflecting good practice.
4. Produce an annual report appropriate for dissemination and consideration as part of the institutional systems of quality assurance.
5. Ensure that student disability and student DSA data is inputted into SITS.
6. Ensure all team members are competent in record keeping and the use of systems.
7. Ensure that sensitive information is shared with teaching staff appropriately.

Major Task 4: Maintain and develop the internal support provision available to students, especially in relation to mental health/ mental distress and personal crisis.

1. Oversee recording, decision making, and monitoring of students considered to be high risk.
2. Commission wellbeing services to enhance the internal provision where relevant.
3. Regularly evaluate and review the provision to ensure it meets current and future needs and demand, and that it demonstrates good practice.
4. Provide up to date guidance for colleagues across the institution in relation to responding to students in crisis and high-risk students.

Major Task 5: Manage the Student Wellbeing and Disability team.

1. Conduct annual appraisals for Student Wellbeing and Disability team members.
2. Ensure that the Student Wellbeing and Disability team is adequately staffed and resourced in terms of the numbers of people in the team, their availability for work and the skills within the team.
3. Ensure appropriate distribution of work and caseloads across the wider Student Wellbeing and Disability team.
4. Provide regular supervision to core team members.
5. Conduct recruitment and induction activities with new team members as required.

6. Ensure that wider team members maintain professional registration/other requirements as appropriate.
7. Support and encourage professional development.

Major Task 6: Manage the Student Wellbeing and Disability Budget.

1. Advise Student Wellbeing and Disability team members of the amount of support to be allocated to each student on referral.
2. Issue purchase orders for external support and other products commissioned through the service budget.
3. Maintain up to date records of expenditure.
4. Authorise payments from the budget.
5. Undertake mid-year budget reporting and annual budget setting activities.
6. Undertake Value for Money reviews of the budget as required.
7. Receive, check and record monthly pay claims from wider team members.

Major Task 7: Maintain and develop relationships with external services and organisations that benefit the wellbeing of our students.

1. Maintain and develop relationships with external agencies as necessary and appropriate.
2. Participate in appropriate external committees, representing LIPA and the Student Wellbeing and Disability Service where applicable.
3. Ensure students are aware of the range of wellbeing services available to them in the local area and nationally.

Major Task 8: Lead of promotion of good practice in Student Wellbeing and Disability across the institution

1. Create, or advise on the development of, relevant policies and procedures.
2. Co-ordinate the delivery of appropriate CPD activities for institution staff.
3. Oversee the implementation and ongoing development of the Student Wellbeing Policy.
4. Participate in appropriate internal meetings.
5. Liaise closely with Admissions/International staff, Learning Services, ICT and teaching staff.

6. Maintain own CPD and keep up to date with developments in the sector.

Major Task 9: Common Duties.

1. Work flexibly, contributing to the Institute's projects of a general nature and, under supervision, providing cover and support for other staff as appropriate.
2. Ensure appropriate financial / stock records are maintained and updated in accordance with the Institute's Financial Regulations.
3. To participate in staff appraisals and training programmes as required.
4. To carry out duties at all times with due regard to Equality and Diversity, Health and Safety and other Institute policies as agreed and revised from time to time.

Notes:

This job description will be reviewed annually as part of the appraisal process and may be varied in the light of LIPA's changing business needs. The job description sets out the main duties of the post at the date it was drafted. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations occur occasionally and cannot justify any reconsideration of the grading of the post. Changes will be made in consultation with the individual.

Location:

The job is initially located on our main site. However, it may be that from time to time the post holder will be required to work on different duties, or in any other jobs, within their competence, such jobs being in their present or any other location as may be deemed appropriate. In all cases regard will be paid to the qualifications, experience, current duties and responsibilities and personal circumstances of the post holder.

Hours:

Part-time, 30 hrs per week, Monday – Friday.

Person Specification – Head of Student Wellbeing and Disability Service

		To be identified by:
Education and Qualifications:		
A degree or equivalent professional experience.	Essential	Application Form/ Qualification Certification
A professional qualification in a relevant subject.	Essential	Application Form/ Qualification Certification
Experience/ Knowledge:		
Significant (minimum three years') post-qualification relevant experience.	Essential	Application Form / Interview
Experience of leading/managing a team.	Essential	Application Form / Interview
Experience of supporting young people.	Essential	Application Form / Interview
Experience of supporting students in education.	Desirable	Application Form / Interview
Knowledge of current trends in HE in relation to Student Wellbeing and Disability and disability issues.	Essential	Interview
Experience of budget management and responsibility.	Essential	Application Form / Interview
Skills and Abilities:		
Excellent oral and written communication skills and ability to present information clearly and succinctly.	Essential	Application Form / Presentation
Good IT skills (Outlook, Word, Excel).	Essential	Application Form / Interview
Ability to set clear standard, targets and priorities.	Essential	Interview/ Presentation

Ability to develop positive collaborations which can deliver productive outcomes for students.	Essential	Interview/ Presentation
A pragmatic and 'can-do' approach to service innovation and delivery.	Essential	Interview/ Presentation
Ability to manage multiple tasks and deadlines simultaneously.	Essential	Interview
Commitment:		
To LIPA's Equality and Diversity policies and practice.	Essential	Interview
Enthusiasm and flexibility in their role with a 'can do' attitude.	Essential	Interview
Passionate about improving the student experience.	Essential	Interview
Committed to enhancing the profile of Equality, Diversity and Inclusion.	Essential	Interview