

RECRUITMENT PACK

Student Disability Adviser





WELCOME FROM THE PRINCIPAL & CEO

A warm welcome to LIPA. I would like to take this opportunity to thank you for your interest in joining us.

LIPA is recognised as a world leading centre of excellence for creative learning and vocational training within the performing arts and creative industries. Our ethos and learning environment is underpinned by a commitment to collaborative and creative practice that develops artists and cultural entrepreneurs ready to respond to the evolving needs of the creative industries and performing arts.

With our recent achievement of probationary degree-awarding powers, and the development of our new Strategic Plan for 2027-2032, this is an exciting period in our evolution.

We have high expectations for new appointees, and are looking for inspiring, inclusive and innovative individuals who will support us in developing the next generation of performers, creative artists, and entrepreneurs.

If you share our mission, we would really like to hear from you.

I wish you all the best.

Sean

Professor Sean McNamara
Principal & CEO



ABOUT LIPA

Founded by Sir Paul McCartney and Mark Featherstone-Witty, LIPA is a globally recognised centre of excellence for performing arts education, with a reputation for innovation and collaboration.

We enjoy a global reputation for the quality of our teaching, our world class facilities and an enviable track record of graduate employment and alumni successes. Our campus is nestled in the heart of Liverpool's Georgian Quarter and is a hub for the city's creative community. We are proud of the standard of our facilities and how they allow students to train in a high quality environment that mirrors industry practice in the creative arts.

OUR STRATEGY FOR 2023-2026

Our vision for the future is underpinned by six core themes:

- **Excellence:** to be recognised as a world leading centre of excellence for creative learning and vocational training within the performing arts and creative industries
- **Equity:** to create and develop a culture and environment for equality and inclusion at all levels throughout the institution
- **Environment:** to achieve and maintain financial, environmental, systemic, technological and campus sustainability
- **Empowerment:** to empower and enhance the student, staff, and alumni experience within the LIPA Learning Group to meet the evolving demands and requirements of the higher education sector and creative industries
- **Employability:** to embed employability into the curriculum and co-curricular activities to develop students for future employment opportunities and career progression
- **Entrepreneurship:** to create an environment for inspiring creativity, innovation and entrepreneurship.

We are now finalising our 2027-2032 Strategy which will build on these themes and ensure that our campus and facilities are at the forefront of our creative community.



THIS ROLE

At LIPA, creativity is at the heart of everything we do, and an outstanding student experience depends on every student being able to engage fully with their studies. As a Student Disability Adviser, you'll help remove barriers to learning and ensure disabled students can access the same opportunities to develop, create and succeed.

Reporting to the Head of Student Wellbeing and Disability, you will provide specialist advice, guidance and practical support to disabled students throughout their student journey. You will assess support needs, develop Student Support Documents, recommend reasonable adjustments and work collaboratively with academic and professional services colleagues to ensure students have equitable access to learning, assessment and broader student experience.

The role also involves:

- Managing a caseload of disabled students and providing ongoing one-to-one support.
- Developing and reviewing reasonable adjustments in line with the Equality Act 2010.
- Advising staff on disability-related matters and inclusive practice.
- Supporting students with Disabled Students' Allowance (DSA) applications and liaising with external agencies and support providers.
- Maintaining accurate and confidential records and contributing to service development activities.

What you'll be doing

As a Student Disability Adviser, you will play a key role in ensuring disabled students can access, participate in and succeed in all aspects of life at LIPA. Working closely with students, academic staff and professional services colleagues, you will help create an inclusive environment where everyone has the opportunity to reach their full potential.

You will:

- Provide specialist advice, guidance and support to disabled students throughout their time at LIPA.
- Assess individual support needs and develop tailored support plans and reasonable adjustments.
- Work collaboratively with academic and support teams to ensure students can engage fully with their studies and assessments.
- Support students in navigating the Disabled Students' Allowance (DSA) process and accessing external support services where appropriate.
- Offer practical and proactive case management, helping students overcome barriers to learning and participation.
- Provide advice and training to colleagues on disability awareness, inclusive practice and accessibility.
- Maintain accurate and confidential student records, ensuring compliance with relevant legislation and institutional policies.
- Contribute to the continuous development of disability support services, helping to enhance the student experience across the institution.
- Promote a culture of inclusion, ensuring accessibility and equality are embedded throughout the student journey.



ABOUT YOU

You will have experience of supporting disabled individuals within an educational or similar setting and be confident providing disability-related advice and casework. You will possess a strong understanding of disability issues in higher education and the practical application of the Equality Act 2010.

In addition the ideal candidate will be able to demonstrate:

- Educated to degree level or equivalent professional experience.
- Experience developing support plans and recommending reasonable adjustments.
- Knowledge of DSA processes and disability-related funding.
- Excellent communication and interpersonal skills.
- The ability to manage a varied caseload and priorities effectively.
- A commitment to equality, diversity, inclusion and enhancing the student experience.

Experience within higher education, membership of (or eligibility to join) the National Association of Disability Practitioners (NADP), and knowledge of supporting neurodivergent students would be advantageous.

What We Offer

- A rewarding role where you'll make a tangible difference to students' academic success, wellbeing and overall experience.
- A collaborative and supportive team committed to inclusion, accessibility and student-centred practice.
- The chance to work in a unique and inspiring institution at the heart of Liverpool's creative community.
- A beautiful campus combining historic character with modern facilities.
- Access to an excellent pension scheme, with employer contributions of 16.48% and employee contributions of 8.6%.



APPLYING

How to Apply

You can download or request a hard copy of the details, and an application form related to this post from our website on the following link:

<https://lipa.ac.uk/about-us/working-here/>

CV's will not be accepted.

Should you have any questions about the application process or require reasonable adjustments for your application, please contact our Recruitment Team on recruit@lipa.ac.uk or 0151 330 3091.

Closing Date for Applications: Friday 20th November 2026

Interview Date: Wednesday 9th December 2026

Our Commitment to Equal Opportunities

As an equal opportunity's employer, LIPA is committed to the equal treatment of all current and prospective employees and does not condone discrimination on the basis of age, disability, sex, sexual orientation, pregnancy and maternity, race or ethnicity, religion or belief, gender identity, or marriage and civil partnership.

As part of our Strategic Plan for 2023-2026 we are seeking to increase the diversity within our community and would particularly encourage applications from under-represented groups, such as people from Black, Asian and minority ethnic groups, people with disabilities and those identifying as female, non-binary or trans-gender.

Appointments will always be made on merit.

LIPA - a registered charity No. 1001565.

LIPA

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FOR PERFORMING ARTS

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