

Job Description

Job Title	Head of Student Wellbeing and Disability Service Part-time, 30 hours per week. Fixed Term for 2 years
Salary Scale	SCP 35 – SCP 39, LIPA Payscale
Responsible To	Registrar
Responsible For	<ul style="list-style-type: none"> • Senior Wellbeing Officer • Mental Health Advisor (tbc) • Student Disability Officer • Study Skills Tutor • ESOL Teacher • Learning Facilitator • Sexual Misconduct Liaison Officer • 5 Counsellors • 1 Mindfulness Teacher
Number in Post	1
Date Drafted	June 2022

Job Purpose
<p>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.</p> <p>To oversee the initial assessment of students and signposting to relevant support, both internal and external, including arranging for diagnostic assessments.</p> <p>To take overall responsibility for ensuring that teaching staff are made aware of specific support needs and promoting good practice generally across the institution.</p>

Major Tasks
<ol style="list-style-type: none"> 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 on 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 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: Other Duties

1. Work flexibly including contributing to work projects of a general nature and providing cover for other staff
2. Participate in staff appraisals and training programmes as required
3. Carry out duties at all times with due regard to Data Protection/confidentiality, Equal Opportunities, Health and Safety and other policies as agreed and revised from time to time

Notes:

The particular duties and responsibilities attached to posts are of necessity in many cases somewhat difficult of detailed definition and may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Changes outside this description will only be made after consultation with the object of reaching agreement, with the person concerned, and will be recorded on the individual's job description. If, however, after consultation, the person concerned is not in agreement with the proposed change, then they would be able to use the grievance procedure.

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 his / her competence, such jobs being in his / her 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 hours per week. We have both flexible and hybrid working policies in place. Occasional evening or weekend work may be required.

Person Specification – Head of Student Wellbeing and Disability Service

		To be identified by:
Education and Qualifications:		
Degree or equivalent professional experience	Essential	Application Form/Certificates
A professional qualification in a relevant subject	Essential	Application Form/Certificates
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 Ability:		
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:		
Commitment to service excellence	Essential	Interview
Commitment to Equality and Diversity policies and practice.	Essential	Interview
Willingness to work flexibly, to travel when necessary and undertake appropriate training.	Essential	Application Form/Interview