

**Job Title:** Study Adviser (SpLD/A(D)HD)

**Grade:** 7

**Salary:** £39,355 to £45,413 per annum, pro-rata if part-time

**Department:** Library and Learning Services

**Hours/Contract:** Full-time or job share, Permanent

**Job Family:** Academic and Related

**Reference:**11689

## Role Purpose

To provide specialist one-to-one study skills support and group sessions for students who have specific learning difficulties and or A(D)HD within the Centre for Academic Achievement

To liaison with departments and other support services in order to enable students with SpLD and A(D)HD to achieve their full potential

To contribute to the Library and Learning Services' work in shaping and supporting the implementation of University strategies with regards to learning and teaching policies and practices

## Resources Managed

Their own Continuing Professional Development to meet the requirements of professional memberships

Track new developments in the area of SpLD and A(D)HD support and the equality legislation

## Main Duties and Responsibilities

### Teaching

- Specialist, one-to-one teaching sessions for students with specific learning difficulties and/or A(D)HD: this includes supporting students pre-entry and from foundation to postgraduate level including doctoral students and across all subjects taught within the University.
- Design and delivery of group workshops
- Teaching students to use specialist software and assistive technology.
- Mentoring and training new members of staff
- Develop and deliver relevant workshops
- Understand the screening and interpretation of assessments of dyslexia/SpLD/ADHD and use specialist, standardise tests or computerised tests as required

### Communication

- Written and oral communication with stakeholders (students, staff, in rare instances parents)
- Providing specialist feedback
- Designing and coordinating a regular evaluation of study skills support and implement improvements where appropriate



## Design of Materials

- An understanding of specialist strategies for working on aspects of literacy and numeracy with students with SpLD and/or ADHD who are experiencing difficulties with their academic studies
- Design and development of e-learning materials

## Administration

- Maintain good records of work with students and other relevant administration
- Ongoing professional development necessary to meet required professional membership in accordance with current equality and disability legislation and DfE qualification framework requirements.

## Internal and External Relationships

### Internal:

The post-holder will liaise closely with colleagues based in the following areas:

- Centre for Academic Achievement and colleagues in the Library
- Student Support Services
- Students
- Attendance of relevant meetings

### External:

- SFE and other DSA funding providers
- DSA Assessors on behalf of students
- Liaison with relevant organisations (e.g. British Dyslexia Association) and professional associations (e.g. PATOSS, SASC, etc.)

## Planning and Organising

The post-holder will be responsible for planning consultations tailored to individual students' needs and will contribute to the design and delivery of training sessions for students and staff on SpLD and A(D)HD. The post-holder will work closely with colleagues in the Centre for Academic Achievement as well as those in Library and Learning Services to ensure the service relates to and is integrated with other relevant plans to support student learning (e.g. College-level and School-level learning and teaching plans).

## Qualifications, Knowledge and Experience

### Essential

- Education to degree level or equivalent\*





- A specialist qualification in SpLD/Dyslexia
- Demonstrable experience of working with students with specific learning difficulties in an educational and client-focussed context.\*
- Teaching qualifications and/or experience which meet the DfE's mandatory qualifications framework.\* See:  
[https://www.practitioners.slc.co.uk/media/1844/nmh\\_mandatory\\_qualifications\\_and\\_professional\\_body\\_membership\\_requirements.pdf](https://www.practitioners.slc.co.uk/media/1844/nmh_mandatory_qualifications_and_professional_body_membership_requirements.pdf)
- Knowledge of disability, Data Protection and equality legislation

## Desirable

- Knowledge of, and use of, assistive technology and software relevant to students with specific learning difficulties and other disabilities.
- Knowledge of the Disabled Students' Allowance system
- Education to Masters level.

## Skills, Abilities and Competencies

### Essential

- High level of proficiency in English, sufficient to communicate effectively with staff and students\*
- Excellent written\* and verbal communication\*
- Ability to teach at UG and PG Level\*
- Excellent organisation skills\*
- Excellent presentation and facilitation skills\*
- Excellent team-working skills to work co-operatively with internal and external colleagues
- Demonstrates patience and understanding when working with students
- Ability to work independently, referring matters to colleagues where appropriate\*

### Desirable

- Experience of evaluating provision and developing services accordingly
- Experience in supporting transition of students into undergraduate and/or postgraduate education

***\*Criteria to be used in shortlisting candidates for interview***

## Criminal Declaration

If you become an employee, you must inform your manager immediately, in writing, if you are the subject of any current or future police investigations/legal proceedings, which could result in a criminal offence, conviction, caution, bind-over or charges, or warnings.

## Supporting University Activities





As a University of Leicester citizen, you are encouraged to support key university activities such as clearing, graduation ceremonies, student registration and recruitment open days. We encourage all staff as citizens to work flexibly across the University if required. If supporting these activities is likely to affect your workload, please speak to your line manager in the first instance

### University Values

**Inclusive** - We are diverse in our makeup and united in ambition. Our diversity is our strength and makes our community stronger.

**Inspiring** - We are passionate about inspiring individuals to succeed and realise their ambitions. We challenge our community to think differently, to get involved, and to constantly embrace new ideas.

**Impactful** - As Citizens of Change we will generate new ideas which deliver impact and empower our community

### Equity and Diversity

We believe that equity, diversity and inclusion is integral to a successful modern workplace. By developing and implementing policies and systems that challenge stereotypes across all aspects of our work, we have a culture that recognises and values the diverse contributions of our staff which benefits everyone. Our strong values of inclusivity and equality support our efforts to attract a diverse range of high quality staff and students, and identify our University as a progressive and innovative workplace that mainstreams equality, diversity and inclusion.

