

JOB DESCRIPTION

Job Title: Specialist Study Support Facilitator
Ref no: LIB812
Campus: Hendon
School/Service: Library & Student Support
Grade: 6
Starting Salary: £31,834 - £36,508 including outer London weighting

Period: Fixed Term – 24 Months

Reporting to: Senior Specialist Study Support Facilitator

Reporting to Job Holder: None

Library & Student Support (LSS) provides a wide range of support services to students including Library & IT Support, Student Information & Advice, Wellbeing Services, Learner Development, and Student Achievement.

The Wellbeing Service combines a number of services to deliver holistic support for students, including:

- **Disability and Dyslexia Support** – Providing assessment of needs for students with disability, dyslexia or other specific learning difficulties along with practical support for students and Schools to ensure that disability does not create an obstacle to learning. Includes the management of the North London Regional Access Centre
- **Student Mental Health** – Provides individual support frameworks for students presenting with mental health issues and provides practical advice and guidance to School and Service colleagues on identifying and making appropriate referrals for students with mental health concerns
- **Student Counselling** – Provides individual support sessions to students dealing with immediate crisis or longer-term difficulties affecting their life in general or University life specifically and provides a wide range of group workshops

Overall Purpose of the role:

Working as part of a multidisciplinary team, provide targeted specialist study skills tuition, in line with DSA-QAG regulations, to individuals with SpLDs, mental health concerns, long term health conditions and physical and sensory impairments. This support aims to equip students with independent learning strategies to help them succeed at university and beyond.

Principal Duties:

1. Set clear standards and expectations for the sessions delivered and ensure the nature of the help provided is in line with agreed support.
2. Work with students individually to identify their strengths, challenges and needs, and use these to facilitate independent learning.

Assist students individually to develop strategies for:

- understanding, planning and structuring assignments;
- critical and reflective thinking;
- reading, researching and note taking;

- academic writing;
 - referencing and avoiding plagiarism;
 - editing and proof reading;
 - time management and organization;
 - dealing with exams and examination revision;
 - understanding and implementing feedback from academic staff
3. Prepare a structured individualised learning programme, plan individual sessions based on the student's learning needs and produce materials to support the sessions.
 4. Ensure that assistive technology is integrated into the support strategy.
 5. Liaise with students to organise individual appointments, taking into account the students' needs and the academic cycle in the University.
 6. Maintain professional and confidential working relationships at all times within the boundaries of the Service, using appropriate referral mechanisms within the Disability and Dyslexia Service when required and build effective working relationships with professional colleagues.
 7. Undertake regular training and continuing professional development in order to keep abreast of changes and developments in the field and to ensure compliance with professional competency frameworks and best practice.
 8. Attend team meetings and regular training events to ensure knowledge and awareness of all resources and services available to support students is current.
 9. Advise students on appropriate referral mechanisms to enable them to access different types of support within the University.
 10. Ensure timely and accurate submission of all student related records including detailed notes on the content of each session to ensure funding can be promptly claimed and student progress is monitored.
 11. Write and submit a rationale for additional hours requests based on experience of working individually with students if required.
 12. Contribute to training and promotion events delivered by the Service to University staff to increase their awareness of dyslexia and other SpLD.
 13. Ensure any personal information is kept and distributed in line with the Data Protection Act MU Computer Use Policy, MU Academic Regulations and other local regulations.
 14. Work within the Service's guidelines and frameworks and ensure that students are aware of relevant policies

PERSON SPECIFICATION

Job Title: Specialist Study Support Facilitator

SELECTION CRITERIA:**Education / Qualifications*****Essential:***

1. Undergraduate degree
2. Post Graduate Certificate or Diploma (Level 5/7) in teaching students with Dyslexia/SpLD (16+ age group)
3. Professional body membership of Patoss, BDA, ADSHE or the Dyslexia Guild

Desirable:

4. Comprehensive training in adult autism, e.g. all 5 NAS core autism online training modules

Experience:***Essential:***

5. Experience of supporting students with specific learning difficulties in Higher Education
6. Evidence of experience of developing ways to help students build on their learning strengths to develop their independent learning and employability.
7. Experience of working in a multidisciplinary team
8. Evidence of experience of integrating assistive technology into a coherent support strategy.

Desirable:

9. Experience of delivering SpLD awareness training to groups
10. Experience of supporting students with a range of medical conditions

Knowledge:***Essential***

11. A comprehensive knowledge base of study skills strategies and how these can be adapted to individuals with a diverse range of learning needs
12. Evidence of a high standard of IT literacy including MS Office packages, records systems and use of the most common assistive technology software packages.
13. A demonstrable understanding of the impact of specific learning difficulties on students in Higher Education.
14. Familiarity with the Disabled Students' Allowance procedures.
15. Understanding of the Equality Act (2010) and its impact on disabled students in a Higher Education Institution.
16. Evidence of an understanding of Data Protection regulations and best practice with regard to disclosure of confidential information.
17. Recent evidence of participation in continuous professional development.
18. Understanding of and commitment to Equal Opportunities.

Skills:***Essential:***

19. Demonstrable evidence of excellent verbal and written communication skills in English.
20. Demonstrable evidence of excellent time management and organisational skills.
21. Ability to maintain accurate electronic student records.

22. Ability to manage own workload and be able to self motivate.
23. Ability to build and maintain professional relationships with colleagues .
24. Willingness to meet challenges and apply creative solutions.
25. Evidence of personal practice which maintains professional boundaries and respects confidentiality within an integrated service framework.
26. Competence in knowing when to refer issues to relevant colleagues.
27. Familiarity with a range of academic language and terminology and an ability to deal with a range of subject areas.

Hours:	28.4 hours per week actual daily hours by arrangement. Some evening and/or weekend working may be required.
Leave:	30 days per annum plus eight Bank Holidays and seven University days taken at Christmas. Annual leave for part-time staff is pro-rata.
Flexibility:	Please note that given the need for flexibility in order to meet the changing requirements, the duties/ location of this post and the role of the post-holder may be changed after consultation.

No Parking at Hendon campus: there are no parking facilities for new staff joining our Hendon campus, except for Blue Badge holders. If you are applying for a post at our Hendon Campus please ensure you can commute without using a car.

Information on public transport to Hendon can be found here:

<https://www.mdx.ac.uk/get-in-touch/directions-london>

We offer an interest-free season ticket loan, interest-free motorbike loan, and bicycle and motorbike parking and changing facilities.

Flexible working applications will be considered.

This post is exempt from the Rehabilitation of Offenders Act 1974 and requires a Disclosure and Barring Service certificate. You are therefore required to disclose details of any criminal record. ALL criminal convictions, cautions, reprimands or final warnings, even if they would otherwise be regarded as spent under this Act must be disclosed, as well as any other information that may have a bearing on your suitability for the post, including pending prosecutions.

The University will apply for a DBS certificate before your appointment is confirmed.

If you wish to discuss the job in further detail please contact Gurinder Grewal g.grewal@mdx.ac.uk

If selected for interview, you will hear directly from someone in the Service, usually within 3 weeks of the closing date. If you do not hear from us you may assume that your application was unsuccessful.