



JOB DESCRIPTION



Job Title	Learning Support Senior Advisor
Department	Student Affairs
Grade	D
Location	Guildhall School of Music & Drama
Responsible to	Head of Student Affairs
Responsible for	Learning Support Administrator (tbd)

Purpose of Post

The focus of this role is to provide comprehensive advice to students and staff and lead on student disability, and inclusivity issues, study skills support and learning agreement assessment and guidance. Additionally, the role holder will:

- act as a source of expert advice on matters of policy, practice and procedure in the area of inclusivity legislation affecting students and student support.
- advise all academic departments and service areas for students on appropriate reasonable adjustments for students with disabilities.

Main Duties & Responsibilities

Disability Support

1. Co-ordinate support for students presenting with disabilities or significant medical conditions, in liaison with academic departments and the Learning Support Administrator and/or Student Affairs Administrator.
2. Ensure that the Guildhall School meets equality legislation requirements and its commitments under the Equality Act in respect of reasonable adjustments for students with disabilities.
3. Communicate effectively with students with disabilities and with staff at all levels as well as external bodies as appropriate through written, verbal and electronic means.
4. Provide advice and information on, and coordinate the provision of, reasonable adjustments for students with disability requirements at all stages of their development at the School, including those of prospective students and incoming students, and to lead and support on relevant transition activities.

5. Provide initial screening for students who may have a learning difference, and liaise with the Learning Support Administrator or Student Affairs Administrator to arrange referral to an educational psychologist for assessment as appropriate. Negotiate and draft individual learning agreements between students with disabilities and the School, recommending reasonable adjustments to facilitate study at the School.
6. Alongside the Learning Support Administrator and/or Student Affairs Administrator, work with external agencies, e.g. Student Finance England, assessors, suppliers and organisations on appropriate support and resources for individual students.

Inclusivity awareness

7. Devise, lead, and co-ordinate training sessions for teaching staff and students on working with students presenting with complex needs, bidding for funding internally and externally where appropriate and managing relevant budgets.

General

8. Liaison with the Learning Support Administrator and/or Student Affairs Administrator in ensuring that appropriate and robust records of student confidential health/disability/learning requirements/medical information are developed, maintained and accessed in accordance with Data Protection Act requirements and taking responsibility for recording own processes in student interactions.
9. Ensure that communications between the study support team and other parties take account of student confidentiality, relevant School policies and institutional needs to know about particular requirements/situations.
10. Monitor, evaluate and benchmark current practice (internally and externally) to contribute to policy development and strategic planning in the light of changing legislation.
11. Co-ordinate the continuing development of the School's Equality Action Plan, liaising with the Head of EDI and contributing to the work of the EDI Committee.
12. Manage specialist tutors and shared services providers and oversee payments.
13. Support Access & Participation initiatives and related activity to promote the admission and retention and success of students from underrepresented groups.
14. Liaise with colleagues across the School, maintaining professional and positive working relationships with academic departments, registry, library, IT services and facilities.
15. Proactive in raising the profile of the Student Affairs department within the School especially within the area of inclusivity support.
16. Produce reports on the work of the study skills and disability team as requested by the Head of Student Affairs and programme and assessment boards as required, contributing to the Student Affairs Annual Report.
17. Attending School and Departmental Committees as required, including (but not limited to) Staff/Student Liaison Committee, Case Consultations, and Progress Reviews.
18. Keep abreast of current issues relating to disability and learning skills in HE by reading, attending conferences and participating in the activities of appropriate professional and peer bodies.

19. Actively seek to implement the City of London's Occupational Health and Safety Policy in relation to the duties of the post, and at all times give due regard to the health and safety of both themselves and others when carrying out their duties.
20. Actively seek to implement the City of London's Equal Opportunity Policy and the objective to promote equality of opportunity in relation to the duties of the post.
21. Undertake any other duties that may reasonably be requested appropriate to the grade



PERSON SPECIFICATION



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Department	Student Affairs
Grade & Level	D
Trent Position Number	

Please find below the qualifications, experience and technical skills required to undertake this post. Each criterion will be assessed at application (A), interview (I) or test (T) as indicated below.

Technical Skills / Professional Qualifications / Relevant Education & Training

- An Honours degree or equivalent professional qualification; (A, I)
- Excellent knowledge base of equality legislation and an understanding of the implications of this for Higher Education; (A, I, T)
- In depth specialist knowledge of Disability legislation and experience of developing and implementing policy initiatives and inclusive learning plans and guidance for staff and students ; (A, I)
- Proven leadership experience in the development of disability support for students and offer guidance for others towards delivering equality objectives; (A, I)
- Demonstrable excellent interpersonal skills and good negotiating skills with the ability to communicate complex issues to a variety of audiences and liaise effectively with colleagues at all levels; (A, I)
- Proven ability to produce and monitor disability and other statistics; (A, I)
- Proven ability to analyse complex documents, statistics and concepts, extract information, give clear explanations and/or guidance notes, inform policy and write reports; (A, I)
- Excellent IT skills (Word, Excel, and PowerPoint) use of databases to record and extract information
- Broad knowledge of current study skills support mechanisms at HE level. (A, I)

Experience Required

A candidate will need to evidence:

- Substantial experience of dealing with people with neurodiversity in an HE environment; (A, I)
- An applied knowledge of equality legislation and application of the law within HE; (A, I)
- Up-to date knowledge of disability issues and detail of appropriate training (with dates) as part of his/her continuous professional development in this field; (A, I)
- Practical case work experience involving students with disabilities and study skills requirements; (A, I)
- An understanding of an institution with a large international intake; (A, I)
- Instances of having adapted working practices to suit students from all backgrounds; (A, I)
- Examples of working with students and colleagues in a collaborative manner and working effectively in a team; (A, I)
- Instances of working independently without close supervision; (A, I)
- IT Skills in support of student records administration/database; (A, I)
- Effective organisational and administrative skills; (A, I)
- ability to present information clearly, accurately and concisely to students and colleagues both written and verbal; (A, I)

Other Relevant Information eg. working hours or desirables (only if applicable)

Full time, 52 weeks per annum, in person during term-time (with some working at home out of term-time), with a strong requirement to work through the Summer break to prepare incoming student for the start of the Academic year.

Recruitment – Note to Applicants

The qualifications, experience and technical skills will be used in the decision-making process for recruitment. Please give examples of how you have exhibited these behaviours in your previous role(s). It is essential you address the criterion marked as (A) on your application form in the section for supporting information.

Be as specific as possible, we cannot guess or make assumptions, but will assess your application solely on the information provided. Try to provide evidence, by examples, where possible, of skills, knowledge and experience contained in this person specification.



Summary of Terms and Conditions of Employment



Job title: Learning Support Senior Advisor
Department: Guildhall School of Music & Drama

This summary is given as a guide and is not intended to form part of an individual's contract of employment.

Salary

The salary range for this job is £36,060 - £40,750 per annum including inner London weighting, depending on experience. This figure will be reviewed annually from 1 July in line with the pay award for other salaried staff within the City of London Corporation.

New appointees will normally be placed on the bottom of the pay scale. Note that inner London weighting is dependant on a full-time role holder being in the office three days per week.

Contract

The job is offered on a permanent basis.

Hours of Work

Normal office hours are 35 hours per week, excluding lunch breaks, Monday to Friday, but the post holder shall be expected to work the hours necessary to carry out the duties of the position.

Frequency and Method of Payment

This is a monthly paid appointment and salaries are credited to a Bank or Building Society Account on the 11th of each month.

Annual Leave

There is a minimum entitlement of 28 days annual holiday plus Bank Holidays. There are subsequent increases to entitlement to annual holiday according to length of service.

Sickness Absence and Pay

The City of London Corporation has a comprehensive Occupational Sick Pay scheme, details of which can be found in the Employee Handbook which will be made available to you upon commencement.

Pension

You will automatically be admitted to the City of London Corporation's Pension Scheme if you have a contract of employment for more than 3 months. Employees contribute between 5.5 and 12.5% of their pensionable pay to the scheme, depending on salary. If you do not wish to join the Scheme you must make a formal declaration stating, you wish to opt out. You may contact the Pensions Office directly should you have any queries relating to the Local Government Pension scheme and your entitlements under this scheme.

Continuous Service

If you join the City of London Corporation without a break in service (subject to certain exceptions) from another body covered by the Redundancy Payments (Local Government) (Modification) Order 1999, your service with that institution will count for the purpose of continuous service. The amount of continuous service which you have will affect your entitlement to certain contractual benefits; for example, annual leave, sick leave and maternity leave. A full explanation of Continuous Service is contained within the Employee Handbook.

Probationary Period

You will be employed initially on a six-month probationary period. Should either party wish to terminate the employment during this period, then one week's notice will be required on either side, except for summary termination for gross misconduct.

Notice Period

One month by either party after satisfactory completion of the probationary period.

Learning and Employee Development

The City of London provides for financial support and time off for staff to study for appropriate qualifications which relate to their duties or undertaking professional skills update training. There is also an in-house programme covering more general training needs.

Employee Volunteering Programme

Through its partnership and regeneration work, the City of London aims to contribute to the social and economic regeneration of the seven boroughs bordering the City: Camden, Hackney, Islington, Lambeth, Tower Hamlets and Westminster. These boroughs contain some of the most deprived neighbourhoods in the country.

The Employee Volunteering Programme, established in 2002 allows staff to volunteer their time, skills, knowledge and expertise to benefit local residents whilst developing their own professional skills. All staff are given the opportunity, subject to line management agreement, to take 2 days of volunteering leave per year to enable them to do this.



The Guildhall School of Music & Drama

Selected as one of the top ten institutions for performing arts in the world (QS World University Rankings 2016) and the top-rated conservatoire in the Guardian University Guide 2017 league table for Music, the Guildhall School is one of the world's leading conservatoires and drama schools, offering inspiring undergraduate and postgraduate training in the performing arts. A thriving Junior Guildhall, the recent addition of the Centre for Young Musicians, a Creative Learning outreach division and a range of summer schools and short courses further complement the outstanding opportunities available.

Since its founding in 1880, the Guildhall School has stood as a vibrant showcase of the City of London Corporation's commitment to education and the arts. Situated in the heart of the City, the School moved to its present premises in the Barbican in 1977, solidifying a unique performance and learning partnership with Europe's largest arts and conference venue, the Barbican Centre, and its resident orchestra, the world-class London Symphony Orchestra. The School has also developed partnerships with three other key organisations - the BBC Symphony Orchestra, the Royal Opera House and the Academy of Ancient Music - organisations that contribute significantly to our programmes of study and provide Guildhall students with many exciting opportunities.

The reputation of the teaching and increasingly the research across all the disciplines in the School is unrivalled. Students experience working in a professional context to professional standards, drawing on a pool of outstanding world-renowned artists who work with us as directors, conductors, coaches and tutors. Our graduates consistently succeed at the highest levels of their chosen profession.

The School has just over 900 students on its roll call, approximately 750 of whom are Music students and 180 in Acting and Technical Theatre. We welcome applications from across the globe: in any given year, about 40% of our students are from outside the UK, typically representing over 50 nationalities. And we enrol students from all backgrounds, offering over £2 million in scholarships each year.

In autumn 2013, the most significant investment in the Guildhall School for 36 years was unveiled: the £90 million redevelopment of our neighbouring Milton Court site. This state-of-the-art building, an addition to our existing Silk Street facilities, houses three new performance spaces: a world-class concert hall (608 seats), theatre (223 seats) and studio theatre (up to 128 seats), as well as high quality teaching and administration spaces. With the opening of Milton Court, the Guildhall School's facilities at long last match the outstanding quality of our training and the success of our graduates.