

The Leicestershire College

Job Description

1. Job Details

Job Title:	Higher Education Disability Advisor
Department:	Higher Education
Reporting To:	Higher Education Welfare and Support Manager
Competency Level:	Business Support 3
Hay Grade:	G4
Salary:	£33,089 - £36,759 Per Annum
Date of Job Evaluation:	May 2026
Date:	August 2026

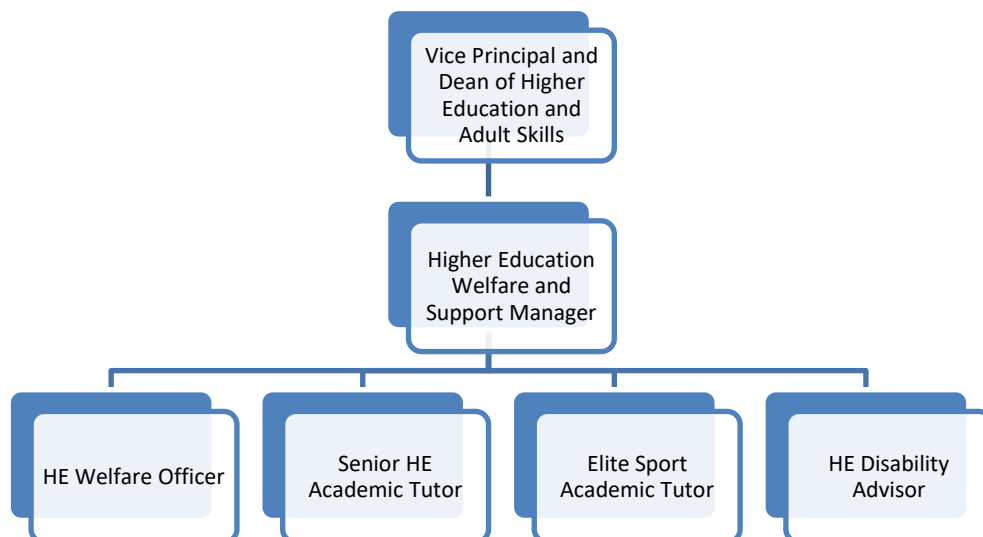
2. Job Purpose

The Higher Education Disability Advisor will work as part of a team comprising welfare and academic support staff to provide a specialist and tailored service to students with learning needs and disabilities. You will support students with a broad range of academic needs, creating student support plans, providing one-to-one study skills support and advising and guiding students to prevent barriers to learning.

3. Dimensions

Not Applicable

4. Organisation chart



Name:	Job Description Template -TLC	Owner:	HR
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5. Diversity and Inclusion

Loughborough College Group is committed to operating with Fairness, Respect, Equality, Diversity, Inclusion and Engagement at the heart of our organisation.

We are all responsible for ensuring that all individuals receive the same opportunities to develop, grow and achieve their full potential, regardless of personal circumstances and individual differences.

Our FREDIE values are relevant to the whole College community and support the way in which we work and interact with each other.



6. Key Responsibilities

Role specific responsibilities

- Provide disability and learning needs related guidance and advice to prospective and current students
- Be a point of contact for students with disabilities and learning needs working in a person-centred and compassionate way.
- Manage a caseload of students with disabilities and learning needs.
- Work with students on a one-to-one basis to create student support plans, looking at support needs and barriers to learning, providing guidance and advice as required and determining appropriate interventions.
- Provide specialist study skills support, group work and workshops tailoring delivery to the needs of students
- Ensure early intervention where there are concerns in relation to attendance, engagement or academic progression.
- Process exam arrangements and reasonable adjustments in a timely manner and disseminate relevant information to staff.

- Advise and guide students in relation to screeners and diagnostics for learning needs.
- Monitor the engagement of students and effectiveness of study support arrangements.
- Advise, guide and support students in relation to internal and external processes including but not limited to Extenuating Circumstances (EC), Disabled Students Allowance (DSA) and Fitness to Study.
- Complete Personal Support Plans (PSPs and Personal Emergency Evacuation Plans (PEEPs) where necessary for student with access support requirements.
- Signpost and refer to support services internal and external of the College as appropriate.
- Maintain accurate, complete and up to date student records of support, communication and intervention. Supplying statistical data and analysis as required.
- Work collaboratively with staff across curriculum and support departments to support students with disabilities and learning needs and advocate for their needs.
- Provide advice, guidance and training as required to colleagues across departments on a broad range of support areas for students with disabilities and support needs, ensuring policy and legislative practices are understood and relevant actions take to ensure inclusive practices.
- Keep up to date with government policy and sector specific practices, identifying areas for further development.
- Actively attend and engage in department meetings, open events, taster days or familiarisation events as required.
- Contribute to ongoing student experience and student sense of belonging through induction activities, events and proactive initiatives.
- Contribute to the review of policy and procedures affecting students with disabilities and learning needs.
- To work alongside the HE Welfare and Support Manager to promote disability and wellbeing awareness and report issues as they arise.
- Undertake additional duties as deemed appropriate on occasions by the Higher Education Welfare and Support Manager.

Core Responsibilities

- To promote the College's vision, mission and strategic objectives and to promote the values and behaviours which underpin them at all times.
- To act as an ambassador for the college in dealings with all external agencies (other colleges, funding bodies, suppliers, learners, parents and employers) and to maintain the highest standards of professional conduct.
- To promote Loughborough College Group and its subsidiaries as the first-choice destination for learners, employers and staff alike.
- To proactively promote equality of opportunity in all aspects of the work role and to assist in the leadership and management of compliance to the agreed Health & Safety policy and practice.
- To promote a positive approach to security and discipline within the College community.

7. Key Result Areas

Action	Result
Provide disability and learning needs advice, guidance and support to prospective and current students.	To ensure students have the right information to make informed decisions and access support.
Lead on the delivery of disability and learning needs related support.	To ensure students achieve to the best of their ability.
Monitor the engagement of students and effectiveness of study support arrangements.	Ensuring support is accessible and contributing towards positive student outcomes.
Advise, guide and support students in relation to internal and external processes.	Students learning experience is supported by internal and external provisions and arrangements.
Work collaboratively with staff across curriculum and support departments to support students.	To ensure staff across HE are working collaboratively with students to succeed.
Advise, guide and train colleagues on support needs, ensuring policy and legislative practices are understood and relevant actions take.	To ensure teaching and support is maintained to the highest standards.
Contribute to the review of policy and procedures affecting students with disabilities and learning needs.	To ensure best practice and abiding to relevant legislation and law.
Engage in department meetings and activities.	Increased recruitment, knowledge of department, continued improvement of provision and service delivery.

8. Key Working Relationships and Communications

Internal: Vice Principle and Dean of Higher Education, Associate Dean, HE Welfare and Support Manager, Curriculum Managers, Course Leads, Curriculum Staff, Exams, Support Staff, Safeguarding

External: Relevant support agencies and services

9. Scope for Impact

Not Applicable

10. Competency Profile

The following profile is a description of the required competencies of the role:

Working with Excellent People	Responsiveness
Brings leadership qualities to supervisory skills; inspires others to be their best considering the FREDIE values. Effectively manages team to deliver a service, providing clear direction and support. Increases employee engagement. Communicates with impact and sophistication; adapts style and uses varied media to meet different audience needs.	Supports change and supports colleagues in adapting to change. Looks for opportunities to do own job better; puts forward ideas. Always considers longer term impact of own tasks. Uses a structured and collaborative approach to solving problems in own and related work areas. Reaches clear, definite and timely decisions based on thorough understanding of the facts and an eye to their practical implications. Multi-tasks and consistently delivers own and team objectives on time and to standard.
Ensuring Financial Sustainability	Self-Awareness
Works efficiently; makes best use of the College's resources. Own work consistently contributes to the strategic aims of the College.	Manages and improves health, safety and wellbeing of team; team or department comply fully with College policies. Improves diversity, equality and inclusion in own area; challenges inappropriate behaviours. Understands self and others; communicates with sensitivity; handles difficult people and events effectively.
Delivering Excellent Quality	
Anticipates customer needs; prevents poor service; delivers consistently high quality service. Informs and promotes subject area convincingly; is an ambassador for the College's activities. Takes ownership for own development, supports that of others and develops beyond own role. Has an awareness of the different forms of digital content, tools and technologies that can meet specific needs of the role and understand the benefits and limitations.	

11. Knowledge, Skills and Experience (Person Specification)

QUALIFICATIONS		ESSENTIAL	DESIRABLE	HOW ASSESSED
1.	A relevant professional or academic qualification at higher education level in disability support, learning needs or related field	•		Application/ Certificates
2.	Specialist Teacher Training	•		Application/ Certificates
3.	Possess a Level 5 teaching qualification	•		Application/ Certificates
4.	ASD Mentoring		•	Certificates
5.	Possess qualifications in Maths and English Levels 4-9 (GCSE Grades A-C) or equivalent	•		Application/ Certificates
EXPERIENCE				
6.	Significant experience supporting students with disabilities, learning needs or long-term health conditions within an education or support setting	•		Application/ Interview
7.	Significant experience in higher education assessing student need, creating tailored student support plans and implementing reasonable adjustments	•		Application/ Interview
8.	Experience in supporting neurodivergent individuals (Autism, ADHD, SpLDs, sensory/processing difference)	•		Application/ Interview
9.	Experience of providing specialist one-to-one support and group work	•		Application/ Interview
10.	Experience of managing a case load alongside other work-related demands and challenges	•		Application/ Interview
11.	Experience in supporting students in relation to wellbeing, risk and crisis management		•	Application/ Interview
12.	Experience of supporting students with higher education processes including Extenuating Circumstances and Fitness to Study		•	Application
13.	Experience of handling sensitive data appropriately and maintaining confidentiality	•		Application/ Interview
SKILLS & KNOWLEDGE				
14.	Strong working knowledge of disability legislation and advocacy (e.g. Equality Act 2010)	•		Application/ Interview
15.	Knowledge of accessibility barriers and inclusive learning including alternative assessments	•		Interview
16.	Ability to work in a calm, professional and trauma informed way to support students during periods of pressure and stress	•		Application/ Interview
17.	Strong organisation skills, accurate data recording and collection	•		Application
18.	Ability to prioritise competing demands with attention to detail.	•		Application
19.	Confident in using IT, including Office and Microsoft Team	•		Application
20.	Knowledge of safeguarding and supporting students with complex needs	•		Interview

21.	Excellent written, verbal and interpersonal skills. Ability to communicate effectively and sensitively.	•		Application/ Interview
22.	Demonstrate your understanding of diversity and inclusion	•		Application/ Interview
BEHAVIOURS				
23.	Work effectively with colleagues as part of a team	•		Interview
24.	Work with students in a support an empowering way	•		Interview
25.	Maintain professional standards	•		Interview
26.	Safeguard students	•		Interview
27.	Promote the College's equal opportunities policy and practices	•		Interview
28.	Ensure the safeguarding of students	•		Interview

Notes

1. A satisfactory Enhanced Disclosure & Barring Service check is required for this post. Loughborough College Group is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
2. As part of this role, you are expected to undertake reasonable additional duties such as Exam Invigilation, Welcoming Students and Staff onto campus, supporting with open days and promoting a safe environment across the College Group. This is expected of you in the post mentioned above and all other posts within the College Group.
3. This job description and person specification was prepared in August 2026 and may be amended in light of changing circumstances following discussion with the post holder.

12. Job Description Agreement

Job Holder Signature		Date	
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