

It is important to note that this job description is a guide to the work you will initially be required to undertake. It may be changed from time to time to meet changing circumstances. It does not form part of your contract of employment.

Job Description for the post of:

**Inclusion Officer – Autism Specialist
EHA2010-0421**

Reporting to: Head of Inclusion

Accountable to: Director of Student Services

The Post

Edge Hill is an inclusive institution, which positively targets and welcomes students from all backgrounds. A comprehensive range of Student Support Services are available at Edge Hill, encompassing: Accommodation Services; Counselling and Wellbeing support; Chaplaincy; Money Advice Team and support for our disabled students through our Inclusion Team.

Edge Hill has taken a proactive approach to the changes in funding in the sector and has invested in new staff to ensure students are well supported. This new role is an important addition to our team to provide an enhanced level of support to students and to share knowledge, skills and experience within the team.

The post holder will be an empathetic, enthusiastic and experienced individual and will be well versed in collaborating with internal and external stakeholders to enhance and develop alternative provision and ensure our students remain well supported.

Duties and Responsibilities

1. To manage a complex caseload of students with a variety of disabilities, offering advice and guidance to current and prospective students with a primary focus on students with Autism/ASC and associated conditions and advising other team members/colleagues to ensure all appropriate support is put in place.
2. To have a particular but not exhaustive focus on the needs of students with Autism/ASC, working with them to ensure that barriers to learning are addressed.

3. To support the team of Inclusion officers, Learning Facilitators and Administrators, setting objectives, monitoring and supporting them in delivery.
4. To identify support needs, suggest appropriate reasonable adjustments and draw up Student Support Plans (SSPs) to ensure students' learning needs are met.
5. To work closely with the Head of Inclusion to develop strategic advice and policies to ensure the University meets its legal obligations, for example in relation to Reasonable Adjustments.
6. To work with HR and nominated colleagues to develop guidance and professional development activities regarding reasonable adjustments and deliver to staff across all departments and Faculties
7. To contribute to team decisions about effective working practices.
8. To seek ways of improving inclusive practices by collaborating with and supporting academic colleagues to recognise and anticipate the needs of a diverse student body and by recommending adjustments of their teaching design and delivery to meet the needs of students with Autism/ASC.
9. To proactively promote effective inclusive teaching and support strategies.
10. To liaise with external stakeholders i.e. funding bodies, needs assessors, equipment suppliers as required.
11. To support administrative staff as they input to systems and data bases to maintain accurate records including the production of management reports and briefings related to support for disabled students.
12. To support the Senior Inclusion Officers in the line management of the Non-Medical Helpers, including inputting into their performance review, individual and group guidance and staff development/training sessions.
13. To work closely with the SpLD Team and to proactively seek ways where student support can be improved and implement change.
14. To develop an understanding and awareness of the university's key objectives in relation to student learning, progression and retention.
15. To continuously evaluate systems and processes to enable ongoing business improvement and efficiency in service provision.
16. To provide advice and support to Inclusion Officers in managing student caseload.
17. To support colleagues with development of expertise and enhancing the profile of the service.

18. To support the team at publicity/recruitment events which could include but not be limited to Open Days, Applicant Visit Days, Welcome Week.
19. To keep up to date with any regulatory changes as they impact on funding for disabled students e.g. Government-led policy change, directives from Student Loan Company, Department for Education.
20. To benchmark against, liaise with, and examine the inclusive support methods of other universities/organisations and adopt best practice.
21. To support the development of a culture of continuous service improvement, where excellence is the norm.
22. To be involved with projects and initiatives (e.g. transition support, pre-entry and throughout the students programme of study), to facilitate retention, progression and improve outcomes for students with Autism/ASC.

In addition to the above all Edge Hill University staff are required to:

- a) Adhere to all Edge Hill's policies and procedures, including Equality and Diversity and Health and Safety
- b) Respect confidentiality: all confidential information should be kept in confidence and not released to unauthorised persons
- c) Undertake appropriate learning and development activities as required
- d) Participate in Edge Hill's Performance Review and Development Scheme
- e) Adhere to Edge Hill University's environmental policy and guidelines and undertake tasks in a sustainable manner
- f) Demonstrate excellent Customer Care in dealing with all customers

Salary: Grade 6, Points 23 - 26
 £27,511 - £30,046 per annum

Hours : 36.25 hours per week

Candidates should note that shortlisting will be based on information provided on the application form with regard to the applicant's ability to meet the criteria outlined in the Person Specification attached.

PERSON SPECIFICATION

Inclusion Officer – Autism Specialist EHA2010-0421

CRITERIA:

Applicants should provide evidence of their ability to meet the following criteria:

		Essential	Desirable	*Method of assessment (I/A/S/T/P)
Qualifications				
1	Educated to degree level or substantial relevant work experience	*		I/A
2	Have been previously or are currently registered with DSA-QAG to provided support to autistic students		*	I/A
Experience and Knowledge				
3	Considerable experience in delivering Information, Advice and Guidance in a disability-related field and/or supporting learners with autism in Education	*		S
4	Experience of managing and supporting staff		*	S/I
5	Thorough knowledge and understanding of the principles of disability support including UK Equality Legislation	*		S/I
6	Thorough knowledge of the financial support available to students in Higher Education		*	S/I
7	Experience of interpreting and communicating sensitive, complex or difficult information to a range of stakeholders	*		S/I
8	Knowledge of Assistive Technology and the principles of Inclusive Practice		*	I
9	Understanding of the issues and barriers facing students from a Widening Participation background	*		S/I
10	Understanding of data protection and ability to identify circumstances where it may be necessary to use exceptions to confidentiality to meet duty of care requirements	*		I
11	Experience of creating and delivering staff developing/training information in Autism and impact on learning, social interaction and presenting behaviours	*		S/I
Abilities/Skills				
12	Ability to build positive and effective working	*		S/I

	relationships with a variety of stakeholders			
13	Excellent interpersonal skills, patience and enthusiasm	*		I
14	Negotiating and influencing skills	*		I
15	Effective decision-making skills	*		I
16	To behave in a way that supports the University's Equality and Diversity policy and support fair and consistent treatment for all	*		S/I
17	Excellent literacy, numeracy and IT skills	*		I/T

***Method of Assessment**

(I-Interview, A-Application, S-Supporting Statement, T-Test, P-Presentation)

Please note that applications will be assessed against the Person Specification using this criteria.