



# Specific Learning Differences (SpLD)

## Adviser

## Job Description

### POSITION OVERVIEW

<b>Department</b>	Academic Services, Student Support and Development Team
<b>Location</b>	Devon House, London
<b>Term</b>	Full-time; permanent
<b>Hours</b>	Monday – Friday (38 hours per week; 09:00 – 17:30)
<b>Salary</b>	£39,000 per annum, depending on experience
<b>Benefits</b>	Generous benefits package including 25 days holiday allowance pro rata (excl. Bank holidays), group life assurance, group income protection, pension schemes and private healthcare (optional)
<b>Start</b>	June 2022

Reporting to the Head of Student Support & Development, the SpLD Adviser provides academic skills support to undergraduate and postgraduate students and apprentices with learning differences. The key responsibilities of this role are to support students with learning differences to develop effective learning strategies and to appropriately use technology to enable them to perform to their full academic potential. The SpLD Adviser will work with students individually and in small groups. They will also work closely with colleagues in Student Support and Development, the Lead on Academic Engagement and with faculty to assist the College in continuing its work to become an inclusive learning environment.

## **Duties and Responsibilities**

- To provide specialist study skills tuition and support for students diagnosed with Specific Learning Differences (SpLD), which may include Dyslexia, Dyspraxia, Attention Deficit Hyperactivity Disorder and Dyscalculia, in addition to other disabilities which impact on learning such as Autistic Spectrum Conditions (ASC).
- Assess the academic skills needs of students diagnosed with an SpLD across all programmes of study.
  - Providing individual tutorials to support students in further developing techniques, strategies and skills to enable their academic performance.
  - Offer small group sessions/workshops using a range of multi-sensory strategies addressing identified needs; eg: navigating VLE platform, strategies for tackling reading lists, planning and writing essays, proof reading.
- To have a good working knowledge of the assistive features of standard office packages (Word, PowerPoint, Excel) and to support students to use these features effectively as part of their range of study skills.
- To have a good working knowledge of the assistive technology available to support students with specific learning differences (such as ClaroRead Pro and Inspiration 10) and to support students to use these packages effectively as part of their range of study skills.
- To have a good working knowledge of the College's student welfare policies, such as Extenuating Circumstances, Attendance and Support to Study, and be able to provide advice and guidance on these to students when required.
- To assist the Student Wellbeing Coordinators in the preparation and implementation of Learning Support Plans (LSP) for students with SpLDs.
- To work closely with the Student Wellbeing Coordinators, Academic Advisers and the English and Academic Writing Adviser to ensure students with multiple needs receive seamless support appropriate to their individual requirements.
- To keep accurate records of all individual and group support sessions using TARGETconnect.

## English and Academic Writing Adviser Job Description

- To provide advice and guidance to faculty on inclusive teaching and learning.
- Collect student feedback related to SpLD support at the College; Propose and where agreed, implement changes to the service on the basis of feedback.
- Ensure compliance with the College's health and safety procedures; Bullying, Harassment and Sexual Misconduct Policy, GDPR and Equality Policy.
- Work outside of normal office hours will be required and possibly occasional travel.
- Any other duties commensurate with the level of responsibility of this post, for which the post holder has the necessary experience and/or training and as instructed by the Head of Student Support and Development.

### About the College

Founded in 2012, New College of the Humanities at Northeastern has established itself as a prestigious higher education institution based in the heart of London. After becoming part of Northeastern University's global network in early 2019, the College has undergone a period of rapid growth, having been granted Taught Degree Awarding Powers in February 2020 and moving to new premises in 2021. NCH continues to grow taking in more students year on year, further expanding its courses, network and opportunities.

<b>Person Specification</b>	<b>Essential / Desirable</b>
<b>Education, Qualifications and training</b>	
Good undergraduate degree	E
Relevant professional SpLD/dyslexia qualification (e.g. Level 5 Certificate in Teaching Learners with SpLD or higher).	E
Quality assured through registered professional body, such as ADSHE, PATOSS, BDA or Dyslexia Guild.	E

## English and Academic Writing Adviser Job Description

<b>Experience and knowledge</b>	
Significant experience of supporting students with SpLDs in further or higher education.	E
Significant experience of providing individual tutorials and small group workshops.	E
Demonstrated experience working with students from a range of backgrounds including international students.	E
Experience in developing and using learning resources in a range of formats.	E
A good understanding of GDPR, the Equality Act and other legislation relevant to the delivery of student support.	E
In depth knowledge of academic requirements at undergraduate and postgraduate level at British universities.	E
Experience of working independently and effectively managing own caseload of students.	E
Experience of working as part of a multi-disciplinary team	D
Experience of utilising TARGETconnect or other customer relations management system.	D
Experience of working in a fast-paced and rapidly developing organisation.	D
<b>Skills and aptitudes</b>	
Strong interpersonal skills with the ability to work effectively with a diverse student cohort and staff at all levels.	E
Excellent listening and written and oral communication skills	E
Demonstrated commitment to the delivery of high quality, student/customer focused services.	E
Self-directed with the ability to manage and prioritise own caseload and to work to deadlines.	E
Ability to work as part of a team to deliver services or projects.	E
Good IT skills, using Word, Excel, email, Internet and databases	E
Ability to adapt and positively respond to rapid change.	E
<b>Other</b>	
Available to work outside of normal office hours	E

## **Application Process**

Applications should be made via this link by **20:00** on **26 June 2022**. Please reference your application "**SPL522**". Participation in the equal opportunities section is encouraged, but voluntary.

Applications must include a covering letter of no more than one page and a full curriculum vitae.

Applications are welcome from all sections of the community and will be judged on merit alone. Candidates must be able to demonstrate their eligibility to work in the UK in accordance with the Immigration, Asylum and Nationality Act 2006.