



Royal Conservatoire
of Scotland

Job Description

Job Title	Disability Advisor
School/Department	Academic Administration and Support
Job Holder	VACANT
Responsible to	Deputy Registrar
Date	July 2021

1. Job Purpose

To provide a support service for applicants and students with disabilities and to act as a champion for disability awareness throughout the Conservatoire, advising on statutory requirements under disability legislation and, beyond that, the promotion of best practice. The post-holder will be expected to work closely with academic and professional support colleagues in the promotion of equality of opportunity generally.

AAS is a flexible team and therefore, the post holder will be expected to contribute to the work of the Department in accordance with work flows relating to the academic year. The post holder will also be expected to contribute towards the development of administrative systems and processes underpinning the academic work of the Conservatoire.

2. Duties and Responsibilities

- To remain up-to-date with disability legislation and to ensure that the Conservatoire is aware of its legal obligations in respect of disability.
- To manage, monitor and review individual student Learning Agreements ensuring reasonable adjustment to programme delivery and assessment.
- To participate in Progress Committees and Special Circumstances Boards of Examiners (pre-boards) on the assessment of students with Learning Agreements.
- To act as a champion for applicants and students across the Conservatoire, ensuring the promotion and application of good practice.

- To provide an authoritative source of advice to a range of customers, including applicants, students and staff in relation to disability legislation and related best practice.
- To contribute to the work of the Equality, Diversity and Inclusion Forum and to ensure that disability is considered fully as part of the Conservatoire's equal opportunities strategy.
- To identify training needs and to co-ordinate and provide development programmes for staff and students in the area of disability awareness.
- To act as the Conservatoire's representative on relevant external working groups and to liaise with external agencies concerned with disability.
- To prepare and develop policies on disabilities for the Conservatoire so that statutory requirements and practices are clear for staff.
- To liaise with the Head of Estates to ensure, as far as possible, that the Conservatoire's estate and physical resources are accessible.
- To contribute to Strategic Planning in respect of disability access.
- To mediate complaints from applicants, students and staff in respect of disability discrimination, particularly at the informal stage.
- To manage the Effective Learning Service, ensuring integration with the Learning Agreement process.
- To participate in the annual career review process.
- Such other duties as may be required from time to time by the Director of Student Experience and Academic Support.

<h3>3. Scope of the Job</h3>

Financial: None

Staff: Oversight of Effective Learning Service

Others: Not Applicable

4. Context

Operating Environment:

Confidentiality impacts on disability support for students. The post-holder also works with the Equality Act as it affects provision for students with disabilities at the Conservatoire.

Framework and Boundaries:

As a member of Student Experience and Academic Support you will be required to work within the Conservatoire's Strategic Plan, the Regulations and Quality Assurance processes required by the Conservatoire as well as the appropriate departmental policies.

Organisation:

Please see the attached organisation structure charts appended.

5. Relationships

Line Manager: Director of Student Experience and Academic Support

The post-holder consults their line manager on issues of finance, Academy policy and personnel issues.

Staff Management: Not Applicable

Other Contacts:

a) Within the Conservatoire:

The post-holder attends the Equality, Diversity & Inclusion Forum, and liaises with the Students' Union, all staff, students and applicants and their advisers.

b) Outside the Conservatoire:

The post-holder attends meetings and represents the Conservatoire on range of external committees concerned with support for disabled students.

6. Knowledge and Experience

Qualifications:

Essential:

- Educated to degree level

Experience:

Essential:

- Minimum 2 years' experience in a HE institution

Knowledge and Skills:

Essential:

- Knowledge and awareness of disability legislation and issues

7. Complexity

The requirements of disability legislation and best practice are complex and demanding and the post-holder will be required to exhibit deep knowledge of that area. The post holder will be required to communicate complex issues in an accessible manner to a wide constituency.

During peak periods you may be required to work additional hours.

8. General Responsibilities (all staff)

a) Health and Safety

- To take care of your own health and safety at work and that of other persons who may be affected by your work activities.
- To apply at all times best practice in health and safety. You must safeguard the health and safety of all persons affected by the work activities you supervise at any premises you have control over.
- To work in the safe manner in which you have been trained and instructed and to advise your line manager of any health and safety issues you become aware of.

b) Policies and Procedures

- To familiarise yourself with the detail of the Conservatoire's Policies and Procedures and to actively ensure adherence.

c) Use of equipment and other appliances

- To take fullest care in handling, operation and safeguarding of any equipment, vehicles or appliance, used or issued by the Conservatoire or

provided or issued by a third party for individual or collective use in the performance of your duties.

d) *Dignity at Work and Study*

- To uphold the Conservatoire's Dignity at Work and Study Statement and practices and to treat all colleagues, students and contacts fairly and with mutual respect and in accordance with the values of the Conservatoire.
- To provide a work and study environment where all students and staff are free from discrimination and intimidation.
- To promote and deliver excellence in services that value all staff and students.
- To recognise and acknowledge the potential multiple barriers to participation and success that exist for applicants, students and staff with care experienced backgrounds; those with caring responsibilities; and those with protected characteristics, and to work with colleagues across the Conservatoire to collectively identify ways in which the barriers can be reduced and eliminated.

e) *Personal Development*

- To continuously enhance best practice in your area, undertaking training and Continuous Professional Development as appropriate.

f) *Information Technology*

- To implement security measures to protect against unauthorised access to, alteration or disclosure of information held on computer and to ensure adherence to the principles of the Data Protection Act and appropriate IT policies and procedures.
- To undertake any training in the operation of new technologies and associated systems as required.

g) *Vision*

- To promote and adhere to the Conservatoire Vision. (as detailed below)

9. Additional Information

The Royal Conservatoire of Scotland has a policy on widening access, and has instigated a number of initiatives aimed at increasing participation from students from under-represented groups.

10. Our Vision

To be Scotland's globally-recognised and inspirational leader in learning for the performing arts, attracting and nurturing the best Scottish and international creative talent.

As a Board of Governors, staff and student team, we embrace and are motivated by:

- Inclusivity, diversity and individuality.
- Disciplinary excellence and innovative cross-disciplinary collaboration.
- Breaking down barriers and challenging boundaries.
- The advancement of creative citizenship and leadership across the performing arts for our nation and for the world.

As a member of staff, you will be expected to actively embrace these principles and demonstrate them in the course of your work.

Our Strategic Plan is based on the following four pillars:

1. Driving focused excellence.

We will:

- Create a culture of continuous professional development, to enhance and enrich the experience of our students and staff.
- Ensure that we deliver choice and flexibility to our students and embed pedagogical skills throughout our curriculum.
- Attract outstanding teachers and artists of international repute, who will act as a magnet for outstanding students.
- Apply technology to enhance our students' learning experience and to make us more efficient and effective.
- Deliver advancement and scholarship campaigns to support the development of a world-class creative campus and to attract and retain the best artists, teachers and researchers.
- Further enhance the quality, reach and impact of our research.
- Develop a sector-leading approach to improvisation through our curriculum.

2. Promoting diversity.

We will:

- Diversify art forms and disciplines, enrich the pool of talent, and connect more widely and deeply with diverse communities.
- Develop ground-breaking RCS Community Centres of Excellence through great partnerships.
- Nurture the talent of more of Scotland's young people, so as to increase their choices and opportunities.

3. Advancing lifelong learning.

We will:

- Nurture talent, creativity and active citizenship in all of our students.

- Develop excellence in the Junior Conservatoire, connecting us with more talented young people through focused and active partnerships with schools and key stakeholders
- Innovate our open access programme to contribute to the well-being and fulfilment of individuals of all ages and backgrounds.

4. Embracing our role as a national and international performing arts institution.

We will:

- Inspire and engage young people through creating a Teach Arts for Scotland programme, promoting excellent performing arts teaching in schools.
- Recognise and celebrate excellent arts teaching in Scotland’s schools.
- Create an International Advisory Board to help realise our vision and advance our values on the world stage.
- Build partnerships and new relationships nationally and internationally.
- Be a national and international advocate for education in the performing arts

11. Confirmation of Acceptance

I hereby accept the above Job Description in accordance with the conditions and grading laid down in the Conservatoire’s Terms and Conditions of employment.

Signature Date

**Jackie Russell – Director of Human Resources
On behalf of the Royal Conservatoire of Scotland**

Signature Date

Name