



Job Description

Job Title	Disability Advisor
Department	Academic Administration and Support
Grade	6
Location	RCS campus and online
Responsible to	Deputy Registrar
Responsible for	Disability Support

Role Summary

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.

Main 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.



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- 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 Academic Registrar/Secretary and Deputy Registrar.

Person Specification	
Essential Criteria	Desirable Criteria
Education, Qualifications and Training <ul style="list-style-type: none">• Educated to degree level	Education, Qualifications and Training
Experience, Knowledge and Skills <ul style="list-style-type: none">• Minimum 2 years' experience in a HE institution.• Knowledge and awareness of disability legislation and issues.	Experience, Knowledge and Skills