

## Job Description: Study Assistant

**Salary:** Grade 2, the HERA code, for Rex/advertising is 000738.

**Contract Length:** Varied

**Hours/FTE:** Hourly paid

**Grade:** Grade 2, the HERA code, for Rex/advertising is 000738.

**Location:** Multiple sites

**Accountable to:** Support Work Coordinator

**College/Service:** ADS, Disability Service

### Purpose of Role:

To provide non-academic, one-to-one support to disabled students which removes barriers to study.

To provide support in-class and around the University campus, as required by the individual student.

### Duties and Responsibilities

- Provide one-to-one support to disabled students in the learning and teaching environment, as outlined by the referring Disability Adviser. This may involve practical assistance under the direction of the student, note taking, and an element of social or organisational support. Support may occasionally be delivered off-UAL premises when a student is fulfilling a course requirement, e.g. an academic visit.
- Arrange support sessions with the student, monitoring attendance against agreed hours of support.
- Liaise closely with the Disability Service, providing updates to the referring Disability Adviser.
- To undertake health and safety duties and responsibilities appropriate to the role.
- Attend Disability Equality Training and other relevant training arranged by the Disability Service.

**Key Working Relationships:** University Disability Service staff.

**Specific Management Responsibilities:** None



**Job Title: Study Assistant: Cordwainers Grade: Grade 2, HERA code for Rex/advertising is 000738.**

Person Specification	
Specialist Knowledge/ Qualifications	<p>General understanding of the academic cycle in Further and Higher Education.</p> <p>Willingness to attend training required by the UAL Disability Service, including Disability Equality Training.</p> <p>An understanding of the importance and limitations of confidentiality.</p> <p>An understanding of the importance of professional boundaries.</p>
Relevant Experience	<p>Successful experience of collaborative working.</p> <p>Experience of adapting communication style to meet individual requirements.</p> <p>Experience of providing support or guidance.</p> <p>Experience in either of the following areas:</p> <ul style="list-style-type: none"> <li>• Art and design sector.</li> <li>• Further or Higher Education sector.</li> </ul>
Communication Skills	<p>Communicates effectively orally, in writing and/or using visual media.</p>
Research, Teaching and Learning	<p>Effectively delivers basic training or briefings to support understanding or learning.</p>
Planning and Managing Resources	<p>Plans, prioritises and organises work to achieve objectives on time.</p>
Teamwork	<p>Works collaboratively in a team or with different professional groups.</p>
Student Experience or Customer Service	<p>Provides a positive and responsive student or customer service.</p>

Creativity, Innovation and Problem Solving	Uses initiative or creativity to resolve day-to-day-problems.
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The application form sets out a number of competence questions related to some of the following selection criteria. Shortlisting will be based on your responses to these questions. Please make sure you provide evidence to demonstrate clearly how you meet these criteria