



UNIVERSITY OF LEEDS

## CANDIDATE BRIEF

### Specialist Mentor, Disability Services



**Salary: Grade 5 (The starting rate of pay £12.45, plus holiday pay, plus an additional payment equivalent to 25% of the hourly rate to allow for associated administration when working with students.**

**Correlates to £22,659 – £26,243 p.a. pro rata)**

**Reference: SESO1111**

**Contracts are available on a minimum number of contracted hours per year basis**



## **Specialist Mentor**

### **Disability Services, Student Education Service**

**Would you like to support the academic progress of students with barriers to learning? Are you experienced in working professionally with adults or young people in a supportive role? Do you have active listening skills?**

As a specialist mentor you will be responsible for providing mentoring to students with various and sometimes complex conditions including Autism Spectrum Conditions, ADHD, mental health conditions, communication or organisation difficulties and medical conditions. You will build professional working relationships with a case load of students combining a person centred approach with an understanding of the student's condition, to support students with their academic progress.

You will have a membership of a professional body and qualifications as recognised within the "DfE Mandatory Criteria" for Specialist Mentors (document available to download from <https://dsa-qag.org.uk/nmh-providers-area/dfе-mandatory-criteria>. The details of accepted professional membership bodies are on p9 & 10).

You will bring experience of supporting and directing students that may be in distress, have experience of Higher Education and excellent communication skills.

### **What does the role entail?**

As a Specialist Mentor, your main duties will include:

- Working with the student through a holistic person centred approach to identify and agree their mentoring requirements;
- Supporting the student's academic progress and achievement through encouragement and the development of new skills for example through assisting with creation of schedules, course administration and responses to academic tasks, along with campus orientation and signposting to information sources;
- Assisting the student in their communication with academic departments, where possible empowering the student, but on occasion speaking on behalf of the student, to raise awareness of the students disability or specific issues;
- Anticipating situations which may which may cause difficulty for individual students, and with the student, plan and review solutions;



- Working collaboratively with Disability Co-ordinators and other staff members to inform and receive direction on student progress, crisis interventions and co-ordinated approaches to communication with academic departments, in accordance with confidentiality procedures;
- Attending supervision and team meetings and pro-actively contributing to the work of the Disability Services team to develop working practices;
- Responsibility for health and safety issues, including identifying and advising on suitable working arrangements for mentors and raising concern or seeking guidance when required.

These duties provide a framework for the role and should not be regarded as a definitive list. Other reasonable duties may be required consistent with the grade of the post.

## What will you bring to the role?

As a Specialist Mentor you will have:

- Experience of working professionally, providing support and direction with adults or young people who may be in distress, ‘troubled’ or in a state of agitation (e.g. as a teacher or teaching assistant, in a counselling or social care setting, within a residential summer school, etc.);
- Membership of a professional body and qualifications as recognised within the “DfE Mandatory Criteria” for Specialist Mentors (document available to download from <https://dsa-gag.org.uk/nmh-providers-area/dfе-mandatory-criteria>. The details of accepted professional membership bodies are on p9 & 10);
- Educated to degree level;
- Excellent communication skills, both written and verbal, with the ability to tailor communications to those with impaired communication skills and as situations require;
- Excellent organisational skills, including the ability to self-direct workload, work to tight deadlines, prioritise work effectively and keep accurate records;
- A flexible and adaptable approach to work, including the ability to cope with last-minute changes to work plans and work with additional students at short notice;
- Experience of handling confidential information, maintaining discretion and responding effectively to boundary issues which arise when working to support someone;



- An understanding of the access barriers facing disabled people, especially in education, and a commitment to the principle of equality for disabled and non-disabled people;
- An understanding of Autism Spectrum Conditions, ADHD and mental health conditions, or the ability to acquire this knowledge quickly after training.

You may also have:

- Experience of providing one-to-one support for students with Autism Spectrum Conditions, ADHD or a mental health condition;
- Comprehensive training in adult autism which must include:
  - National Autistic Society (NAS) one-day face to face courses delivered by individual attendance at an NAS organised course or in-house by NAS tutors in: Understanding Autism OR Autism and SPELL in higher education  
AND  
Other training, including at a HE institution, delivered by an appropriately qualified trainer (a qualified trainer from a recognised organisation/charity, or a trainer who can demonstrate a relevant qualification in autism) which results in a certificate of attendance;
  - OR
  - Holds a Post Graduate Certificate (PGC) in Autism or Asperger's and relevant CPD in the two years preceding application.
  - OR
  - Holds a Master of Arts /Education (MA /MEd) in Education (Autism or Special Educational Needs and Disability or Critical Disability Studies focussing on autism) and relevant CPD in the two years preceding application.

## How to apply

You can apply for this role online; more guidance can be found on our [How to Apply](#) information. Applications should be submitted by **23.59** (UK time) on the advertised closing date.





## Contact information

To explore the post further or for any queries you may have, please contact:

**Martin Hall, Support Worker Team Manager**

Tel: +44 (0)113 34 34399

Email: [m.hall@leeds.ac.uk](mailto:m.hall@leeds.ac.uk)

## Additional information

Find out more about our Department:

[http://ses.leeds.ac.uk/info/21810/disabled\\_students](http://ses.leeds.ac.uk/info/21810/disabled_students)

### Working at Leeds

You can find out more about our generous benefits package and more about what it is like to work at the University and live in the Leeds area in our [Working at Leeds](#) information.

### Candidates with disabilities

Information for candidates with disabilities, impairments or health conditions, including requesting alternative formats, can be found in our [Accessibility](#) information or by getting in touch with us at [disclosure@leeds.ac.uk](mailto:disclosure@leeds.ac.uk).

## Criminal record information

### Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975

This post requires an enhanced criminal record check from the Disclosure and Barring Service (DBS), and any equivalent overseas authorities where relevant. The successful candidate will be required to give consent for the University to check their criminal record status. All applicants are required to make a self-declaration where applicable.

Any offer of appointment will be subject to the University being satisfied with the outcome of these checks, in accordance with our Criminal Records policy. You can find out more about required checks and declarations in our [Criminal Records](#) information.

