

DISABILITY ADVISOR

Student Services

Grade 7, Part time (0.6FTE)

Job reference number: 101-25

Applicant Information Pack

Closing date

9am Monday 17th February 2025

Late or incomplete applications will not
be submitted to the Shortlisting Panel

Interview date

Wednesday 12th March 2025

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Job Description

Job title	Disability Advisor
Department	Student Services
Grade	7
Hours of work	Part Time, 21 hours per week (0.6FTE)
Contract type	Permanent
Responsible to	Student Services Manager
Responsible for	N/A
Liaises with	<p>Internal Students, Professors/Academic Staff, Programme Leaders, Heads of Faculty, Personal Advisors, Students' Union, Registry staff, RCM Counsellors, Student Services Assistant</p> <p>External SpLD Assessors, Specialist study support providers, Needs Assessors, Student Finance bodies (re: Disabled Students Allowance), Disability support organisations/charities (i.e. RNIB, NAS), Imperial College Health Centre, Higher Education networks associated with disability support</p>
Job overview	<p>The Disability Advisor is responsible for coordinating support for disabled students and applicants, including agreeing reasonable adjustments, preparing and distributing Learning Agreements and Personal Emergency Evacuation Plans, where necessary, undertaking SpLD screenings and offering guidance around Disabled Students' Allowance. They will work in collaboration with students, using the social model of disability, and actively seeking students' feedback to inform College practices. They will contribute towards the development of disability policy and procedures and, where required, will report to relevant committees of the RCM. Alongside the Student Services Manager, they will provide expert advice and support on disability matters, accessibility and inclusive teaching practices and will promote disability and wellbeing awareness across the College. The Disability Advisor will also establish close connections with external providers, disability support organisations and networks to ensure they keep abreast of developments and can be a leading role model for best practice in the sector.</p> <p>Working within a small Student Services team, the Disability Advisor will also respond to general queries and offer advice to students on other health and welfare issues, including accessing specialist support for performance related injuries. They will also offer advice to students experiencing mental health problems ensuring appropriate signposting and escalation, where required, in line with College policies.</p>

Key Responsibilities

These include:

- To coordinate a range of support for disabled students, using the social model of disability, including students experiencing mental health problems and performance related injuries.
- To agree reasonable adjustments and prepare Learning Agreements in consultation with disabled students and offer-holders and ensure secure, timely and accurate distribution of this information to relevant staff.
- To work closely with Programme Leaders, Heads of Faculties, professorial staff and the Registry team to ensure that reasonable adjustments are implemented.

- To coordinate support for auditionees who have informed us of a disability, agreeing any necessary reasonable adjustments, and for offer-holders including, where necessary, organising individual inductions/orientation.
- To provide information, guidance and support to students and offer-holders regarding applying for Disabled Students' Allowance (DSA) and accessing any recommended specialist provision and to arrange specialist study skills support, as appropriate, for international students who are not eligible for DSA.
- To assist disabled students in accessing any other specialist funding for their support needs.
- To undertake in-house screening for Specific Learning Differences and, where appropriate, refer students for a full diagnostic assessment.
- To prepare Personal Emergency Evacuation Plans (PEEPs), where necessary, for students with access support requirements.
- Alongside the Student Services Manager, to promote disability and wellbeing awareness across the College and provide expert advice and information to staff, including coordinating staff training in relation to reasonable adjustments and inclusive practices.
- To report on disability and wellbeing support issues to the Student Services Manager and where required, to relevant committees and groups of the RCM.
- To keep abreast of best practice and sector-wide developments in relation to disability and wellbeing support issues and establish close connections with other conservatoires and external providers (such as Student Finance bodies), disability support organisations and networks.
- To contribute to delivering awareness-raising events, educational workshops and other disability/wellbeing-related activities, where appropriate, and contribute to Open Days/Induction events.
- To contribute to the development of disability policy, procedures and processes and to work alongside the Student Services team to actively seek student feedback to inform and shape our practices.
- Alongside the Student Services Manager, to provide support to students experiencing mental health and wellbeing problems, ensuring appropriate referral and signposting.
- To liaise with the Student Services Manager on individual student support requirements, complex cases and wellbeing concerns and, where necessary, escalate any safety/risk concerns (in accordance with the RCM Mental Health Policy, Policy on Students of Concern)
- To keep accurate, reliable and secure data relating to disabled students for case management, monitoring and reporting purposes, ensuring robust processes are in place to ensure confidentiality.
- Alongside Student Services colleagues, assist in monitoring and responding to general student enquiries ensuring appropriate referral and signposting.
- To undertake other duties as the Student Services Manager might reasonably require

Person Specification

Applicants should demonstrate in their supporting statement how their qualifications, experience, skills and training fit each of the criteria below.

Criteria	Description	Essential / Desirable	How Criteria Are Tested
Qualifications	A higher education qualification or equivalent experience	Essential	AF, INT
	Evidence of continuing professional development in the areas of disability, autism awareness, specific learning differences, or neurodiversity.	Essential	AF, INT

Experience, Skills & Knowledge	Experience in providing disability support and wellbeing advice in a professional capacity in a Higher Education context	Essential	AF, INT
	Up to date working knowledge and understanding of student disability issues including the Equality Act, Disabled Students Allowance and other relevant legislation and frameworks	Essential	AF, INT
	Experience of handling sensitive data appropriately and maintaining confidentiality	Essential	AF, INT
	Experience of collaborating effectively and building strong relationships with a wide range of staff	Essential	AF, INT
	Ability to prioritise competing demands, pay attention to detail and manage complex decisions in relation to the support requirements of disabled students, working to tight deadlines	Essential	AF, INT
	Experience of supporting people with a range of complex support requirements, including those experiencing mental health problems	Essential	AF, INT
	A good understanding of the principles of safeguarding within a Higher Education environment	Essential	AF, INT
	Practical experience of responding to safeguarding concerns, and escalating concerns where necessary	Desirable	AF, INT
	Strong IT skills, including proficiency using Office 365	Essential	AF, INT
	Experience of database management	Desirable	AF, INT
	Sufficient familiarity with music to engage effectively in conversations with colleagues in a specialist music environment	Desirable	AF, INT
	An understanding of Specific Learning Difficulties and disability in relation to musical skills and the specific needs of conservatoire students	Desirable	AF, INT
	Knowledge of the wider context of Access and Participation in Higher Education, and the intersections between student wellbeing support and academic progression	Essential	AF, INT
	Personal Attributes	Ability to work proactively and efficiently, using own initiative, to ensure the smooth delivery of the service	Essential
Excellent communication skills, adaptable to a wide range of sensitive and challenging situations		Essential	AF, INT
Ability to work independently, as well as part of a small Student Services team and in collaboration with other teams and colleagues across the College		Essential	AF, INT
An understanding of student wellbeing and learning support needs in a performing arts environment		Desirable	AF, INT
A commitment to recognising, valuing and celebrating diversity and to proactively advancing equality and inclusive practice in all areas of College life.		Essential	AF, INT

AF = Application Form INT = Interview

The duties and responsibilities assigned to the post may be amended by the Student Services Manager within the scope and level of the post.

Terms & Conditions

Availability	The post is immediately available and the postholder should ideally be available to start as early as possible.												
Contract type	Permanent												
Hours of work	<p>This role is offered on a part time 21 hours per week (0.6FTE) basis.</p> <p>Full time hours at the RCM are 35 hours per week and normal office working hours are 9.00am-5.00pm (with a one-hour lunch break), Monday to Friday.</p> <p>Hybrid working - As this is a student facing role it will be expected that the majority of working days will be onsite at the College with occasional days working from home, where appropriate and within the context of the role.</p>												
Salary	<p>RCM Pay Scale Grade 7, incremental points 26 – 30:</p> <table><thead><tr><th>Spine points</th><th>Full-time salary*</th></tr></thead><tbody><tr><td>26</td><td>38,454</td></tr><tr><td>27</td><td>39,465</td></tr><tr><td>28</td><td>40,511</td></tr><tr><td>29</td><td>41,586</td></tr><tr><td>30</td><td>42,694</td></tr></tbody></table> <p>*inclusive of London Weighting allowance</p> <p>**as this is a part-time post, the postholder will receive a proportion of the full-time salary</p> <p>Appointments will normally be made to the first point of the grade, in accordance with the RCM Pay Policy. Staff are entitled to an annual increment each year on 1 August (dependent on 6 complete months' service) until they reach the top of the grade.</p> <p>Payday is the 15th of each month or the last working day before this should the 15th fall on a weekend or bank holiday.</p>	Spine points	Full-time salary*	26	38,454	27	39,465	28	40,511	29	41,586	30	42,694
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Visas/ Right to Work in the UK	<p>If you have time limited permission to work in the UK you must provide full details on your Application for Employment form.</p> <p>If you do not have permission to work in the UK but would be eligible to apply for a Visa you must state the applicable route on your Application for Employment form. We suggest you use the online tool provided by the government to explore your eligibility and options relating to Visas. Visa Checking Tool</p> <p>Some applicants including prospective professors, may wish to explore the Global Talent Visa route. Further information about endorsement for this visa can be found on the Arts Council website.</p> <p>This is not a role for which the RCM will act as a sponsor for the Skilled Worker route.</p>												
Immigration Advisors	The HR department cannot act as immigration advisors however if you are an international student studying in the UK you can seek guidance from the UK Council for International Student Affairs												

[\(UKCISA\)](#). Alternatively the Office of the Immigration Services Commissioner (OISC) which regulates immigration advisers maintains a [list of approved Immigration Advisors](#).

DBS check	Any appointment will be subject to satisfactory DBS clearance at the Enhanced level
Probation	The post has a six-month probationary period.
Notice period	The appointment will be subject to termination by not less than one month's notice. Notice during probation will be seven days' notice by either party.
Pension	The Universities Superannuation Scheme (USS) is available for all administrative staff. Full details of the scheme can be found on the USS website: www.uss.co.uk . Arrangements exist for members to make additional voluntary contributions (AVCs).
Annual leave	Full time staff are entitled to 210 hours of holiday per annum, plus public holidays. Part time staff will receive a pro rata entitlement for annual leave. The RCM is closed between Christmas and New Year each year, the three days in this week that are not bank holidays will come out of the postholder's annual leave allowance.

How to Apply

Closing date	9am Monday 17th February 2025 Applications received after the stated closing date will not be considered.
Interview date	Wednesday 12th March 2025 Shortlisted candidates will be notified in due course. We communicate interview dates in advance to ensure candidates have adequate notice to make arrangements. Regrettably we are unlikely to be able to accommodate alternative interview dates.
To apply	To apply, please submit the following documents available on the RCM jobs page <ul style="list-style-type: none">• Application Form• Equal Opportunities Form The above documents should be sent to recruitment@rcm.ac.uk by the stated closing date. We encourage applications by email however if you wish to post your application you must ensure this reaches us by the closing date. Late Application Forms, incomplete Application Forms, Application Forms submitted in a format other than Word or PDF and CVs without an Application Form will not be accepted.
Alternative formats	If you need to receive our recruitment documentation in a different format, such as large print or are not able to submit an application electronically, then please contact us to discuss your requirements.

Interview process Interviews will take the form of a panel interview, normally comprised of three staff members however more senior positions may have larger panels. Details of the interview panel will ordinarily be included in the interview invitation. We will be happy to make any reasonable accommodations as part of this process.

As part of the interview format you will be invited to take a brief tour of our facilities and details will be included in your interview invitation. We will be happy to accommodate any accessibility requirements.

A short presentation will form part of the interview process and details will be provided in the interview invitation. We will be happy to make any reasonable accommodations as part of this process.

Staff Benefits

Travel Interest free season ticket loans are available to cover the cost of a 12 month season ticket between a member of staff's residence and the RCM. The loan will be repayable by deduction from salary over a period of 12 months or on leaving the employment of the RCM, if earlier.

We also offer a tax-free bicycle loan under a similar repayment scheme.

Events There is a range of concerts taking place at the RCM throughout the weeks. Staff are entitled to one free ticket per charged concert (excluding Opera and non-RCM promotions), and unlimited tickets for non-charged concerts.

Eye tests & hearing tests The RCM will cover the cost of an annual standard eyesight test (normally up to £25) and contribute £50 towards the cost of glasses, provided that they are for use with VDUs. We will also cover the cost of hearing tests.

Employee Assistance Programme All RCM staff can get free and confidential advice from Confidential Care (CiC). The service is open 24 hours per day, 365 days per year, by telephone or via the web.

Professional Development The RCM is committed to the support of training and professional development for all members of staff and a range of opportunities are available.

About Us

The College Opened in 1883 by the then Prince of Wales, the Royal College of Music (RCM) is a world-leading music conservatoire with a prestigious history and contemporary outlook. The RCM is a vibrant community of talented and open-minded musicians, with over 900 students from more than 60 countries studying at undergraduate, masters or doctoral level in the Senior College throughout the week and 300 students on a Saturday in the Junior Department. Former students of the RCM

hold key roles in music and the arts in all parts of the world - as performers, teachers, composers, conductors and amateurs. The RCM was ranked as the global top institution for both Music and Performing Arts in the 2024 QS World University Rankings by Subject. The College has held this world-leading place in Performing Arts for the three successive years, while Music is a new subject introduced to the rankings this year.

Staff

The RCM has over 250 members of professorial (teaching) staff and over 100 teachers in the Junior Department - the majority of whom are busy professionals with worldwide reputations, who include teaching among the various musical activities that they regularly undertake. Their work, and the work of the College as a whole, is supported by a team of over one hundred administrative staff.

Location

The RCM benefits from its particular location in South Kensington - one of the most attractive and interesting parts of central London. The area is well-served by public transport: South Kensington tube station is within ten minutes' walk; several bus routes pass the Royal Albert Hall. Kensington Gardens and the renowned museums of Exhibition Road, the Natural History Museum, the Victoria & Albert Museum and the Science Museum, are only a short walk away; Imperial College of Science, Technology & Medicine is next door; the Royal College of Art and the Royal Albert Hall are just across the road. The area, known originally as Albertopolis, emerged as a location for national institutions in the arts and sciences after the Great Exhibition of 1851 largely because of the enthusiasm of Prince Albert. Relationships with neighbouring institutions are friendly and supportive.

Student Services department

Our experienced, friendly and supportive Student Services team provide counselling, tailored disability support, pastoral care, wellbeing initiatives and a confidential and impartial advice service to all students on a range of matters including health, finance and accommodation. The team comprises a full time Student Services Manager, a part-time/term-time Student Services Assistant and 3 part-time/term-time Counsellors.

The Royal College of Music is an Equal Opportunities employer.

Nicola Smith
Student Services Manager
January 2025

