

SCHOOL OF MEDICINE APPOINTMENTS
STUDENT DISABILITY COORDINATOR

1. **Context.** The purpose of this role is to ensure that reasonable adjustments are put in place for students with disabilities in the school. The Disability Co-ordinator will also play an important role in ensuring that the University meets the legal duties detailed in the Equality Act 2010.

2. **Purpose, duties and role:**

- a. To be a contact person with the school for student with disabilities and to deal with the queries and issues appropriately.
- b. To ensure that appropriate members of staff in the school have access to student disability information on E-vision or MMS.
- c. To ensure that teaching and exam arrangements detailed on EDif or MMS are put in place at school level.
- d. To provide guidance and information to colleagues on disability related issues and legislation.
- e. To take part in Disability Co-ordinator meetings and any training required.
- f. To refer students to the Disability Team when necessary.
- g. To liaise regularly with University Student Services, The School's Pro Dean student support team, Occupational Health and students for ongoing advice and support

3. **Tenure.** An appointment of 3 years in the first instance with the possibility of extension.

4. **Pre-requisite qualifications:**

- a. Have been employed by the university for a minimum of 12 months or able to demonstrate that they have suitable experience.
- b. Be an existing employed member of school staff. An open-ended contract is not mandatory but it is expected that the candidate will be able to serve at least one full tenure.
- c. Work at the school for at least 0.5FTE.
- d. The Disability Co-ordinator should have the following skills, abilities and attributes:
 - Excellent communication skills
 - Be approachable
 - Be a good listener
 - Be able to maintain confidentiality in accordance with the DDA and University policy
 - Ability to deal calmly with potentially emotional and disturbing situations
 - A belief in the equality of student with disabilities and the promotion of positive attitudes towards disability

5. **Workload.** The role holder should expect to devote ~65 hours a year to this role. Disability Co-ordinators will be required to undertake an initial half day introductory training course and attend follow up support meetings and top up training.

University of St Andrews - School of Medicine Handbook

Author:	School Manager	Approval Committee:	
Consultees:			
Location/s (Med Handbook):			
Location of source file:			
Access Level: (Public/University/School Staff)			
This document may/may not (delete as appropriate) be released under the Freedom of Information Act without prior discussion. (If may not is selected, please contact the Executive Administrator before release to the FOI office.)			

Version Control Record *(expand table as required)*

Date	Revision Description	Major Changes
15/06/2021	Published version	