

University of Glasgow
Departmental Disability Co-ordinator (DDC)
Job Description

Job Title:	Departmental Disability Co-ordinator
Reports to:	Head of Department
Purpose of the Job:	To promote and support disabled students and staff as well as to promote disability equality within their department
Remuneration:	The role of DDC is undertaken on a voluntary basis but it is recognised as a valuable and key element in ensuring that disability equality is promoted at an institutional as well as at a departmental level. It is therefore expected that Heads of Departments will allow DDCs reasonable time off from normal duties in order to fulfil the role effectively.

The Role

- To be the central point of contact within the Department for individual disabled students and to address and promote the needs of these students within the Department.
- To be the departmental contact for the Student Disability Service and ensure that relevant communication from the Student Disability Service is disseminated to relevant staff members and actioned, where appropriate. To refer students to SDS to arrange specialist services, equipment or funding which remains the core function and remit of the Disability Service.
- To work with other colleagues forming the network of DDCs throughout the University to ensure appropriate support is available and deliverable to individual disabled students.
- To attend and engage with relevant internal or external training and/or development opportunities provided including briefings by the Student Disability Service.
- To show awareness of the University's responsibilities with regard to the Disability Equality Duty (DED) and to proactively promote disability equality within their department in accordance with the institution's Disability Equality Scheme (DES).
- To be responsible for progressing the Personal Emergency Evacuation Plan (PEEP) where advised by the Student Disability Service that such a measure would be appropriate for a particular student.

Key Functions

1. To provide a departmental focus for the delivery of support for disabled students. This involves a general awareness of the full range of disability issues which are likely to arise within the University. As the central point of contact for disability issues, DDCs should be flexible in their availability to encourage and foster ease of access.
2. Identify and signpost disabled students to the Student Disability Service to ensure that they undergo a needs assessment by a Student Disability Adviser. This will also ensure that if a student has disclosed a disability to their department and the institution is 'deemed to know', appropriate procedural steps have been followed in response to this disclosure.
3. Ensure that suitable adjustments, services and resources (as highlighted by the websurf disability entry) are made available both locally and in the wider area of (a) physical access, (b) examinations, and (c) assisted evacuation.
4. Review departmental disability related provision periodically and feedback to Student Disability Service as appropriate.
5. Develop and maintain dialogue with academic and administrative colleagues to monitor the Department's ability to meet the provisions outlined on the websurf disability entry.
6. Highlight areas of concern, in terms of providing support and the resources required, to the Disability Equality Champion and/or the Clerk of Senate, as appropriate, to ensure that these matters are addressed at the appropriate level within the University.

Your Responsibilities

- DDCs agree to attend relevant training delivered by external agencies, Equality & Diversity Unit and the Student Disability Service.
- The DDCs should develop and maintain a professional rapport with the student, The relationship must not cross this boundary and privacy and time constraints on both sides should be respected. Where a student presents with complex needs they should be referred back to the Student Disability Service or other relevant support service for further assistance.
- Appropriate levels of confidentiality need to be maintained. In many instances, anonymity may be preferable when dealing with general issues. All approaches to colleagues and other parties should only be embarked upon with the consent of the student.

- It is essential that after receipt of the WebSURF disability entry the DDC should communicate the support needs of that student either to the Course Co-ordinator or other appropriate person within the department as early as possible. This can be done by emailing the support needs to the Course Co-ordinator.
- Students who have a WebSURF disability entry have agreed to a Data Protection Statement permitting information about their disability to be passed on a 'need to know' basis, but still retaining their right to have this information treated confidentially.
- Good practice dictates that, where practicable, the DDC offer an introductory meeting with a disabled student new to their department. This ensures that good channels of communication are established at an early stage and this practice can reassure students that their needs are being acknowledged and supported by the department
- A list of the names and contact details of each Department Disability Co-ordinator (DDC) is available via a web link <http://www.gla.ac.uk/services/studentdisability/locationandcontacts/departmentaldisabilitycontacts/> on the Student Disability Service's website and is also made available via the University's FOI publications scheme. Please inform the Student Disability Service of any changes.
- A copy of a resource handbook produced by the Scottish Disability Team (SDT) for DDCs should be available in each department. An online version is available via the following weblink then scrolling down and clicking on 'Resource Pack for Department Disability Contacts' <http://www.sdt.ac.uk/training.asp?stakeid=13>

Our Responsibility to You

- The Disability Service will communicate regularly with all DDCs with news and information relevant to the role. This allows DDCs to keep abreast of current issues and developments in disability provision.
- The Disability Service undertakes that where consulted by any DDC for advice or support such a request will be prioritised and where an immediate response is not possible a response will be made without unreasonable delay.
- Staff training and awareness raising sessions relevant to the role are offered regularly and DDCs will be informed of these by the EDU, the Staff Development Service or the Student Disability Service.