



Role Title: **Disability & Wellbeing Manager**
Contract: Permanent – Full-time
Reporting to: Head of Student Support
Salary: £45,000- £48,500
Location: MetFilm School London, Ealing Studios, West London
Start Date: Summer 2023

The Organisation

MetFilm School is one of the largest film schools in Europe, running BA and MA programmes across our London, Leeds and Berlin campuses as well as a portfolio of non-accredited courses. Our mission is to inspire a new generation of creative screen professionals and our educational philosophy is defined by the unique and multiple ways in which we bring education and industry together through pedagogy, production and partnerships.

We are committed to establishing a culture of diversity and inclusivity at MetFilm School, where all staff and students can work, learn, be ourselves, and reach our full potential. We welcome applicants from diverse backgrounds, including race, disability, age, sex, gender identity, sexual orientation, religion and belief, marriage and civil partnership, pregnancy and maternity, and caring responsibility.

MetFilm School is committed to safeguarding and promoting the welfare of children, young people and adults with care and support needs and expects all staff to share this commitment.

All posts are subject to Right to Work and Enhanced DBS checks.

About the role

MetFilm School is seeking an experienced Disability & Wellbeing Manager to join its Student Support team. The successful candidate will have a proven background in supporting Higher Education students with an array of disabilities, including neurodiversity and mental health diagnoses. The post holder will lead on the delivery of disability & wellbeing provision across the School, ensuring timely and accurate support is provided to prospective and current students on disability access and support issues, funding, and other areas of student support.

The role entails working closely with academic colleagues and support staff, to communicate effectively about students' access requirements and support needs. It also requires regular advocacy with external suppliers and agencies, e.g. NMHS suppliers, Student Finance England, and needs assessment centres.

Key Responsibilities

The successful candidate will be required to:

- Oversee the provision of information, advice and guidance to students and prospective students on disability, wellbeing and access arrangements.
- Act as the main escalation point from members of the team on case work, offering direct support and leadership of the frontline advice service.
- Deliver guidance to staff on disability equality good practice, including implementing adjustments in relation to teaching, learning and assessment.
- Act as a key caseworker for complex student cases, progressing these under relevant processes as a deputy for the Head of Student Support Services.
- Work as a point of contact for staff across the institution on support for students and in the promotion of work of the team.
- Maintain accurate, confidential records relating to individual students and collecting data and monitoring statistics related to them.
- Coordinate the organisation of events, presentations and information supporting key events in the student lifecycle including welcome week events, awareness campaigns and other activities.
- Coordinate the organisation of events, presentations and information sessions for students to promote service use
- Coordinate student support presence at Open Day events
- Maintain training and awareness of relevant areas including active engagement in CPD.
- Help to ensure that the practices and procedures of the School comply with all relevant legislation, specifically including the Equality Act 2010.
- Supporting the development of policies and procedures around student support issues across the institution through engagement in institutional working groups, committees, and projects.

This is not a complete statement of all duties and responsibilities of this post. The post holder may be required to carry out other duties in keeping with the nature of the post.

Knowledge and Experience

Essential

- Experience of working in an FE/HE setting and delivering student support services.
- Broad knowledge of support issues in Higher Education.
- Experience of developing and implementing policies and processes, ideally linked to FE/HE support.
- Experience of using risk assessment tools or models in a health, wellbeing, or support environment.
- Experience of supervising or line managing a diverse team of staff.
- Experience of delivering training to colleagues across a range of departments on disability access, inclusion and support arrangements.

Desirable

- Experience of overseeing events including managing budgets and working within financial constraints.
- Knowledge of support provision in the creative arts.
- Report preparation and delivery of presentations on disability access, inclusion and support arrangements.
- Knowledge and experience of student funding matters, including SFE, SAAS, SFNI and SFW models.
- General student services advisory experience including mental health, wellbeing, jobs, money, care leaver and academic support.

Skills and Behavioural Characteristics

The successful candidate will be required to demonstrate:

- Analytical and problem-solving capability.
- Ability to effectively organise a varied workload, managing conflicting priorities and tight deadlines.
- Analytical skills with the ability to analyse qualitative and quantitative data.
- Ability to solve problems and deal with challenging situations by using initiative, creativity, and a solutions-focused approach to deliver practical and innovative results.
- Ability to keep up to date with changes and developments in legislation, best practice, and procedures across the sector.

- Ability to collaborate with staff across three campuses, valuing contributions from a broad range of perspectives.
- Evidence of ability to explore student needs and adapt the service accordingly to ensure a quality service is delivered.
- Proven ability to engage with, develop and sustain appropriate internal and external networks, negotiating with, and influencing, the academic and student community (as well as senior managers) to contribute to long term strategic developments.
- Excellent verbal and written communication skills.

How To Apply

To apply for this role please email CV and a covering letter to: jobs@metfilm.co.uk including the title of the role in the subject line.

Your letter of intent should address your suitability for the role by addressing each section of the person specification and the job description; it should explain your interest in the role and why you would like to work at MetFilm School.

Applications will close at **6pm on Wednesday 24th May 2023.**

Interviews will take place during the week of 5th June 2023.