**Common Framework for Supporting Disabled Students – Disability Lead and Coordinator roles**

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|  | **Disability Lead** |
| Person | A senior member of staff who is a member of the appropriate Governing Body or senior management body (usually the Senior Tutor or Director of Graduate Studies) whose brief includes oversight of provision for disabled students. |
| Nature of the role | Strategic:   * Raise awareness of the need for anticipatory adjustments and foster inclusive practice in teaching and learning activities, as well as broader aspects of student life * Promote excellence in accessibility as a strategic priority and the active adoption of the guiding principles set out in the common Framework. |
| Main duties | Provide a regular overview of disability provision within their institution to the senior management body.  Oversee and support the work of the Disability Co-ordinator.  Resolve complex cases in partnership with other bodies of the collegiate University.  Disseminate good practice and raise awareness in student common rooms of need for them to adopt inclusive practice in events and activities. |
| Monitoring role | Instigate regular reviews of the institution’s provision for disabled students.  Monitor provision and ensure that information is fed into current reporting mechanisms. |

|  | **College Disability Coordinator** |
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| Person | A senior administrator/staff member with working knowledge of the institution’s legal responsibilities and relevant policies and procedures. |
| Nature of the role | Day to Day Support:   * Establish open communication with disabled students and act as a first point of contact for them within their institution * Provide information and support to students, administrative and academic staff on student-related disability issues * Coordinate implementation of the Study Support Plan (SSP) and ensure that it reflects the practical circumstances of the student, in collaboration with the DAS as appropriate. |
| Main duties | Provide information and respond to queries from staff and students in matters pertaining to disabled students.  Implement day to day reasonable adjustments including the necessary administrative procedures; maintain records as appropriate.  Process applications to the Proctors and Education Committee for examination adjustments, or other relevant matters, for both undergraduate and post-graduate taught students  Share the contents of the SSP where appropriate, collaborating with departmental and library colleagues as necessary.  Maintain regular contact with the Disability Advisory Service. |
| Monitoring role | Maintain broad oversight of the academic progress and student experience of each undergraduate with disabilities through their student career. The degree of monitoring envisaged is light touch and proportionate to disability-related needs. The disability co-ordinator provides a single point of contact in a college with whom any substantial changes in circumstances can be noted and brief but regular review undertaken, most likely in collaboration with the Disability Advisory Service. The disability co-ordinator could fulfil the role by checking existing academic monitoring records (such as OxCORT reports and collection marks) to review whether progress is as expected and by encouraging academic and welfare teams to advise of any disability-related issues which might require further reasonable adjustments.  Maintain regular contact with each disabled student as necessary  Identify need for inter-departmental liaison and make appropriate arrangements, involving the DAS where necessary.  Inform the Disability Lead of complex issues if they arise |

|  | **Departmental Disability Coordinator** |
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| Person | A senior administrator/staff member with working knowledge of the institution’s legal responsibilities and relevant policies and procedures. |
| Nature of the role | Day to Day Support:   * Establish open communication with disabled students and act as a first point of contact for them within their institution * Provide information and support to students, administrative and academic staff * Coordinate implementation of the Study Support Plan (SSP) and ensure that it reflects the practical circumstances of the student, in collaboration with the DAS as appropriate. |
| Main duties | Provide information and respond to queries from staff and students in matters pertaining to disabled students.  Implement day to day reasonable adjustments including the necessary administrative procedures; maintain records as appropriate.  Colleges will continue to make applications to the Proctors and Education Committee for examination adjustments for graduate students. Departmental colleagues should work with Colleges to support timely applications.  Arrange and monitor departmental adjustments for examination and assessment processes for research students.  Share the contents of the SSP where appropriate, collaborating with college and library colleagues as necessary.  Maintain regular contact with the Disability Advisory Service. |
| Monitoring role | Maintain broad oversight of the academic progress and student experience of each of the department’s post-graduates through their student career. The degree of monitoring envisaged is light touch and proportionate to disability-related needs. The disability co-ordinator provides a single point of contact in a department with whom any substantial changes in circumstances can be noted and brief but regular review undertaken. The disability co-ordinator could fulfil the role by checking existing academic monitoring records (such as GSS reports) to review whether progress is as expected and by encouraging academic staff to advise of any disability-related issues which might require further reasonable adjustments.  Maintain regular contact with each disabled student as necessary.  Identify need for inter-departmental or college liaison and make appropriate arrangements, involving the DAS where necessary.  Inform the Disability Lead of complex issues if they arise. |