

Non Medical Help Role Descriptions



Practical Support Assistant

This role is varied and may include providing practical and mobility support to assist a student with a physical impairment in manoeuvring around the campus. It could also include help with general orientation and social support in order to ensure access to the wider aspects of student life.

Library Support Assistant

To help students search library catalogues, locate materials, collect materials, photocopying etc.

Reader

To read aloud for a student whose disability makes reading or other forms of accessing text impossible.

Scribe

To write down or type what a student dictates.

Workshop/Laboratory Assistant

To support a student in gaining access to the practical aspects of their course, e.g. in the laboratory or in a workshop/studio situation, e.g. technical workshop or dance studio.

Sighted Guide

To provide one to one mobility assistance to a student with a visual impairment helping them navigate their way around the campus

Proof Reader

To read through the student's work and point out the types of errors that the student has made in grammar/spelling/structure etc. and to suggest ways of rectifying these in the future.

Study Assistant

To provide a range of enabling support helping the student in adapting to the academic demands of HE, providing information, helping with time keeping, helping with organisational skills etc and can be supplemented by practical support e.g. library support, workshop support etc.

Examination Support Workers

This covers the activities of exam reader, exam scribe and exam prompter. It can include reading out the examination paper, writing down student answers using exactly the words used by the student.

Manual Notetakers

To support students who require notes to be taken on their behalf, for example because they have a physical impairment, are deaf or dyslexic.

Communication Support Workers

To translate sign language into voice and vice versa although not at the level of competence required by a trained British Sign Language (BSL)/ English Interpreter

Electronic Notetakers

The notetaker will make a comprehensive although non-verbatim, live, typed record of the content of lectures, seminars, discussions, off-campus events etc. in the student's preferred style and format.

Mobility Trainer

The Mobility Trainer provides a professional assessment of the campus location and then carries out a time limited programme of training. This training is particularly applicable for blind or visually impaired students

Specialist Mentors

Highly specialist, specifically tailored, one to one support which helps students address the barriers to learning created by a particular impairment, e.g. mental-health conditions, or autistic spectrum disorders. Specialist Mentors should not act as advocates or counsellors. Their role is to help students recognise the barriers to learning created by their impairment and support them in developing strategies to address these barriers, particularly at times of transition, e.g. when starting at university or when planning to move on from it.

Specialist One to One Study Skills Support

This one to one support addresses the issues which some students might have in acquiring, recalling and retaining information in written and spoken language as well as the range of memory, organisational, attention and numeracy difficulties that students with specific learning difficulties often face when working in an HE context.

Assistive Technology Trainers

This activity provides support over and above the practical installation and facilitation support given to students on receiving a new piece of software. Its purpose is to provide a substantial programme of training for the student in how to use the range of assistive technology and specialist software or hardware, in relation to their studies.

