

Position / Job Title:	Neurodiversity Mentor
Ref:	535 / POSN108019
Location/Building:	Any University Building
Faculty/Professional Service:	Student Services
Group/Section:	Additional Learning Support
Normal Hours per Week: (Some flexibility will be required in order to ensure that key time scales and deadlines are met).	
Number of Working Weeks if Term-Time Only:	
Grade:	5
Accountable to:	Study Manager
Special conditions: (DBS only) We are committed to providing a safe environment for all students and staff. This position is required to undertake regulated activity and therefore is exempt from the Rehabilitation of Offenders Act (ROA) 1974 and subject to a satisfactory (enhanced) DBS Disclosure and the requirements of our <u>Safeguarding Policy</u> .	
(Apprenticeship academic provision and/or support) We are committed to providing a safe environment for all students and staff. As this role comes has contact with apprentices, the postholder must be familiar with our <u>Safeguarding Policy</u> and at all times comply with its requirements to safeguard and protect the welfare of young people and vulnerable adults. This includes attendance on relevant mandatory training.	

Job Purpose

To provide individual study skills related support and specialist mentoring for neurodiverse students; the level and type of support will vary according to the individual and will therefore be needs led.

To help students to develop effective organisation and time management skills and strategies in order to manage their daily life, their workload and deadlines. As part of this, to help with prioritisation and realistic goal setting, including the production of targets, plans of work and timetables that can be regularly checked in the mentoring sessions.

To enable and empower students to improve as independent learners and develop employability skills in preparation for graduation and beyond.

Main Responsibilities

1. Deliver specialist mentoring, enabling students to develop their strategies for independent learning. This will include ensuring students develop, and adhere to, an action plan with clear targets and timescales for achieving their goals, and regularly assessing students' progress in meeting those targets.
2. Support the efficient utilisation of resources to support individual students' learning, including assistive technology software.

3. To help students become familiar with university procedures and the range of support mechanisms that are available to them and to provide them with support to access these.
4. In conjunction with the Disability Advisor, liaise with academic staff about the student's work and progress, particularly with regards to how they are getting on with assessments and whether this need adapting or the student needs additional time.
5. To provide a level of emotional support to help students to engage with learning and the social aspects of university life. This may include helping students reflect on their own behaviour and how they could improve this to improve their social and communication skills.
6. Work collaboratively with the academic Faculties and colleagues across the university footprint in promoting inclusive approaches towards supporting neurodiverse students.
7. Maintain own continuous professional development and ensure that any required professional qualifications for the role are maintained at all times.
8. To deal with sensitive and confidential issues within the framework of the Data Protection Act (1998) and explaining students' rights and obligations under the Equality Act (2010) as they relate to BU, at all times working within the University's regulatory framework. This includes collaborating with Faculty Staff to ensure each student's adjustments are facilitated inclusively within the tenets of the Equality Act
9. Contribute to the development, and deal with the administration, of key processes, service monitoring and student facing documentation.
10. To deliver cross-functional integrated support with other Student Services and across the University where required, and participating in cross-university and Student Services events as required
11. Take responsibility for the maintenance of work and study areas appropriate to the service, dealing with incidents; responding to security alarms, implementing evacuation procedures, reporting all Health & Safety issues and making recommendations as necessary.
12. Undertake any other duties as required by the Senior Mentor, Disability Services Manager, Head of Student Support and Wellbeing or Director of Student Services.

Dimensions

Over 17000 students, parents and other service users

Contacts Internal and external, including level

Internal:

All BU students and staff

External:

All users of the University

External suppliers

Local Authorities, Student Loans Company and other funding bodies

Parents and student representatives

Employers

External enquirers

Challenges

Tact, diplomacy and sensitivity are key elements of this role as is the ability to remain calm under pressure and in challenging situations. Understanding the limits of own expertise and identifying when a referral is required are important barriers to note. As is being solution focussed in meeting the needs of complex students and thinking creatively about how their needs can be met so that they can successfully complete their chosen programme.

A high level of customer focus is required striking the right balance between providing support, whilst ensuring at the same time that students – and staff - are aware of their responsibilities.

Information Governance Responsibilities

Data User

- i. Comply with the associated data protection, information security, information management and information technology regulations, policies, processes and procedures.

Safeguarding and Regulated Activity

If the role involves engaging in regulated activity relevant to vulnerable groups including children and disabled adults, it is an [offence to apply for](#) and perform the role, if a person is bared from engaging in regulated activity. Further information is available in BU's [Safeguarding Policy](#) and Suitability Statement on the Recruitment and Employment of Ex-offenders.

Additional Information

NB:

The purpose of the job description is to indicate the general level of responsibility and location of the position. The duties may vary from time to time without changing their general character or level of responsibility.

BU is an equal opportunities employer which values a diverse workforce. The post holder must at all times carry out their responsibilities with due regard to the University's Dignity, Diversity and Equality Policy Statement.

Our highly skilled and creative workforce is comprised of individuals drawn from a broad cross section of the globe, and who reflect a variety of backgrounds, talents, perspectives and experiences to build our global learning community. Through fused activity, the post holder must have an understanding of and commitment to promoting a global outlook.

All employees have an obligation to be aware of the University's Sustainability Policy, Climate and Ecological Crisis Action Plan, Travel Plan and associated documents, and to ensure that they carry out their day-to-day activities in an environmentally responsible manner and inspire students to do the same.



Person Specification

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Faculty / Service: Student Services	Date: November 2025
SELECTION CRITERIA	Essential / Desirable
Knowledge (including experience & qualifications)	
Undergraduate degree or equivalent intellectual capability	E
Teaching qualification	D
Specialist qualification relating to AS/ or equivalent knowledge and experience	E
ECDL qualification or equivalent IT knowledge	D
Understanding client confidentiality issues	E
Understanding diversity issues	E
Understanding the current issues facing HE students and staff particularly with respect to disabilities	E
Skills	
Excellent general administration skills	E
Good MS Office skills (including Outlook, Word, Excel)	E
Up to date knowledge of assistive technology software	E
Ability to interrogate databases and online resources	E
Excellent level of numeracy	E
Ability to understand and interpret complicated regulations and explain these effectively to students and staff	E
Attributes	
Demonstrable commitment to student-centred learning	E
Excellent interpersonal skills with the ability to communicate with staff and students at all levels and from all backgrounds	E
Commitment to own continuing professional development	E
Able to represent the University professionally and positively with regards to dress and conduct	E
Demonstrable understanding of own limitations of knowledge/expertise and when to refer queries on	E
Proven ability to cope in a high pressured environment	E
Ability to remain calm under pressure	E
Can evidence attention to detail	E
Be well organised and able to prioritise tasks effectively	E
Demonstrate a friendly outgoing and approachable manner	E
Able to work independently and self-manage	E
Flexible approach to work	E
Work well as part of a team	E