

Specialist Mentor / Specialist Study Skills Tutor

We are one of the great British art schools: a specialist creative university that draws on our 180 years of history. As a university, we excel in our disciplines and understand powerfully the transformative potential of creative practice for individuals, communities and industries.



For further information about Norwich University of the Arts and our community please visit norwichuni.ac.uk

As we expand our specialist character and bring the power of creative, practice-based education to a wider range of subjects, we celebrate diversity and believe it to be at the core of any creative endeavour. Whatever your background, identity and prior experience, wherever you are from, we want you to bring your whole self to work each day, in an environment that recognises your unique contribution.

In choosing to work at Norwich University of the Arts, you will join a community of creative academics, technicians and professional experts who are committed to delivering exceptional Creative Education, Research and Knowledge Exchange. You will work in a stimulating and critically engaged workplace, where the creativity of all our students will develop because of your commitment.

We are the only specialist creative arts and design university to have achieved Triple Gold in the most recent Teaching Excellence Framework (TEF) and were named Arts University of the Year 2025 by the Daily Mail. In 2023, we were the highest climber in the Complete University Guide and recognised as the top specialist creative arts university outside London. This year, the Guardian University Guide 2026 ranked us as the highest-rated university in the East of England after the University of Cambridge.

You will work in the heart of Norwich. Our award-winning campus has played a key role in the regeneration of one of the city's most vibrant quarters. Our 21st-century teaching spaces and workshops occupy renovated buildings with medieval, Victorian, and Edwardian heritage. The University has recently expanded with Bank Plain, a 37,000 sq. ft city-centre building — a major investment that reflects our ambition to be a leading civic university championing creativity in all its forms.

Ninety-four per cent of our graduates are in work or further study within six months of graduating. Our innovative approach to employability and entrepreneurship has been nationally recognised, and our graduates hold key roles across and beyond the creative industries — from Oscar and BAFTA nominees to D&AD Pencil winners, fine artists, designers, and creative technologists. This track record gives us confidence that our success in graduate outcomes will continue as we apply our distinctive culture and practice to an expanding range of specialist subjects.

Creativity is not only what we teach but how we engage with the world. Through our Research and Knowledge Exchange Institutes, we lead cross-disciplinary projects that address social, cultural, and environmental challenges — from immersive digital experiences tackling climate change to arts-led initiatives in mental health. At the centre of this work is the Interactive Visualisation and Simulation Lab (IVSL), funded as part of the Creative Research Capabilities (CResCa) world-class labs programme.

The IVSL supports research into climate futures, virtual heritage, spatial computing, applied games, and virtual production. Our growing research reputation is also reflected in recent grants and collaborations, including a major award from the Water Restoration Fund (WRF). These achievements demonstrate our expanding contribution to creative innovation, cultural development, and social impact — shaping the future of creative higher education in the UK and beyond.

We hope that as you learn about us, you are inspired by our ambitions for the future.

Professor Ben Stopher,
Vice-Chancellor

Committed to

EQUALITY DIVERSITY

We are committed to being an inclusive community that offers equal opportunities to all and enables our staff and students to flourish and succeed, regardless of their background, perspectives or personal circumstances and based on merit. We seek to create a respectful environment that values difference and where ideas can be explored and discussed openly and constructively.

Through our teaching and creative practices, we promote art and design as a catalyst of social change. We are champions for the creative arts empowering all our students to be valued and productive members of society, with ambitions to change the world.

Situated in the historic city centre of Norwich, with an impressive estate that encompasses both historic buildings and brand-new state of the art facilities, the University is a vibrant community that forms the beating heart of the city and region's arts and cultural worlds.

Norwich University of the Arts is seeking to expand its Student Support Team. We are looking to appoint either a Specialist Mentor (Mental Health and Autism), or a Specialist Study Skills Tutor (SpLD/ADHD and Autism). We are inviting candidates qualified in either one of these areas to apply for this term time only post.

Qualification and registration are required for this post to meet Disabled Students Allowance (DSA) criteria. Please see the essential criteria section of the job specification for more information. We regret that we will not be able to accept any applications that do not meet these criteria.

The student support team provides information, advice, guidance and interventions to students on mental health, wellbeing, dyslexia and disability, money and funding, and accommodation. Norwich University of the Arts students are mainly young undergraduates aged 18-23, with over 30% disclosing a specific learning difference or other physical or mental health disability.

The post will require the successful candidate to build a good working knowledge of the university systems and courses to provide a holistic service within the university context. The successful candidate will have excellent interpersonal and communication skills with experience of delivering a person centred, needs led approach.

The post requires a flexible approach, and the working pattern may vary slightly in response to changes in demand throughout the academic year. You will be highly organised and able to plan and prioritise work effectively, maintaining accurate records.



Specialist Mentor or Specialist Study Skills Tutor

Term time only
22.2 hours per week for 36 weeks per year

Salary: £18,903.32 to £22,444.28 per annum
Pro-rated from a full-time equivalent salary of
£38,784 to £46,049 per annum.

Closing date for applications: 13th August 2026

Interview date: Week commencing 31st August 2026





Job Description

Specialist Mentor (Mental Health and Autism)

Reporting to: Mental Health and Safeguarding Manager

Job Purpose

To provide one to one practical and emotional support to undergraduates and postgraduates with mental health difficulties, and/or with autism, in order to help them access their course, succeed in their studies and engage as fully as possible with student life. These students are in receipt of Disabled Students' Allowances, and a mentor has been recommended specifically to assist with mental health difficulties and/or autism.

Norwich University of the Arts is a registered Non-Medical Help Provider with the Department for Education and complies with the DfE Quality Assurance Framework.

Relevant professional memberships and qualifications for mental health and autism mentoring are required for this post. Full information can be found in the [Department of Education's Quality Assurance Framework for the provisions of Non-Medical Help](#), pages 9 to 14

Duties and Responsibilities

- Develop professional and supportive working relationships with individual students with significant mental health conditions, and/or autism.
- Provide regular one-to-one sessions to students, offering support which helps students address the barriers to their learning through the development of appropriate strategies.
- Assist students with independent learning by assisting with the development of academic skills which underpin mental wellbeing, e.g. time management, coping with stress or anxiety, improving concentration, creating work-life balance, collaborating with peers, and supporting their understanding of course requirements.
- Assist students with the prioritisation of their academic workload especially at assessment submission dates.
- Work with the student to monitor the effectiveness of strategies and adapt the approach accordingly.
- Plan sessional work and identify goals with individual students and review these regularly, keeping suitable records to meet requirements for Disabled Students' Allowance funding.
- Respond to complex or emerging issues by focusing on early intervention to minimise risk/crisis, in consultation with the Mental Health and Safeguarding Manager and as appropriate Course Leader/ tutor.
- Working practices to comply with the requirements of the DfE Quality Assurance Framework, including appointment-booking and record-keeping requirements.
- Ensure confidentiality of students' personal information in accordance with the General Data Protection Regulations.
- Participate in any training deemed necessary for the post.
- Participate and engage in Peer Supervision sessions which take place on a regular basis.
- Attend regular one to one supervision with line manager.
- Contribute expertise to University-wide initiatives such as policy development and staff training.
- As directed by the Mental Health and Safeguarding Manager, carry out brief interventions with students without a DSA award of mentor support, to help stabilise their mental health while supporting them to access suitable healthcare and undertaking safety planning.
- Undertake any other duties as may be assigned from time to time for the Mental Health and Safeguarding Manager.

Person Specification

Essential

- Relevant professional membership and qualifications for mental health and/or autism mentoring. Full information can be found in the [Department of Education's Quality Assurance Framework for the provisions of Non-Medical Help](#), pages 9 to 14
- Experience of working with young adults with mental health difficulties and/or autism in either paid or voluntary capacity
- An understanding of the student experience in Higher Education
- Commitment to ethical frameworks and professional boundaries
- Respect and maintain a high level of confidentiality, at all times
- Excellent time management and the ability to organise own work, prioritise workload and use own initiative
- Excellent interpersonal skill and an empathic and enabling approach to working with students
- Experience of working in a team environment
- Good administrative skills, including computer literacy and record keeping

Desirable

- Experience of delivering group workshops



Job Description

Specialist Study Skills Tutor (SpLD/ADHD and Autism)

Reporting to: Associate Director Student Support

Job Purpose

To provide support to students with autism, dyslexia and other specific learning differences. Working on a one-to-one basis with students, the post holder will provide specialist diagnostic-based study skills support and carry out regular reviews of support with individual students. The post holder will also undertake, where necessary, initial assessments for dyslexia before referral to a Specialist Teacher for diagnostic assessment.

Norwich University of the Arts is a registered Non-Medical Help Provider with the Department for Education and complies with the DfE Quality Assurance Framework.

Relevant professional memberships and qualifications for mental health and autism mentoring are required for this post. Full information can be found in the [Department of Education's Quality Assurance Framework for the provisions of Non-Medical Help](#), pages 12 to 14

Duties and Responsibilities

- Deliver one-to-one specialist study skills support to students with autism, dyslexia and other specific learning differences tailored to individual requirements and designed to develop skills and facilitate independent learning. Support may include assisting students to overcome difficulties with acquiring, recalling and retaining information in relation to written and spoken language, and overcoming memory, organisational, attention and numeracy difficulties faced in a higher education context.
- Plan programmes of work and identify goals with individual students and review these regularly. Keep suitable records to meet requirements for Disabled Students' Allowance funding.
- Undertake screening interviews of students who may have dyslexia, before referral to a Specialist Teacher for diagnostic assessment.
- Provide feedback to individual students on their Specialist Teacher assessments, to help students understand the nature of their learning differences.
- Help students with the Disabled Students' Allowance application process.
- Maintain appropriate confidential records of tutorials with students and complete associated paperwork to meet requirements for Disabled Students' Allowance funding. Where appropriate, updating systems for filing (paper and electronic) and ensuring the security of all information within the University's procedures for Data Protection.
- Work collaboratively with other members of the Student Support team in the delivery of an integrated learning support service and to participate as required by the Disability Support Advisor and Associate Director Student Support.
- Maintain an up-to-date awareness of current research and external developments in the area of specific learning differences and autism, including the use of assistive technologies.
- Design and deliver dyslexia awareness and other relevant training to academic staff and others as appropriate.
- Develop effective working relationships with Course Leaders and other academic, technical and professional staff.
- Maintain own continuing professional development, by attending relevant conferences and training, etc.

Person Specification

Essential

- Appropriate professional membership of ADSHE, BDA, PATOSS or Dyslexia Guild
- Specified professional qualifications for providing specialist one-to-one study skills support to students. Full information can be found in the [Department of Education's Quality Assurance Framework for the provisions of Non-Medical Help](#), pages 12 to 14
- Experience of providing support for students with autism, dyslexia and other Specific Learning Differences in a higher education or further education environment
- Proven ability to maintain discretion when dealing with confidential issues
- Experience of specialist assistive software for use with students, and of providing related assistive technology study skills strategies
- Awareness of the strengths that students with specific learning difficulties or autism can bring to their learning, and experience of helping students make use of their strengths to overcome barriers to learning
- Ability to plan, organise, and prioritise own workload effectively
- Excellent IT skills including working with Microsoft Office and electronic forms of communication
- Excellent interpersonal skills and the ability to deliver a high-quality customer service
- Well-developed written and oral communication skills, including the ability to communicate effectively with a diverse range of staff and students

- A high standard of accuracy and attention to detail
- A commitment to a high-quality customer service, equal opportunities and to working with students from a diverse range of backgrounds
- Ability to work flexibly, both independently and within a team
- Ability to make independent decisions within the confines of role responsibilities
- Good administrative skills, including computer literacy and record keeping

Desirable

- Experience of undertaking dyslexia screening for referral to an Educational Psychologist/Specialist Teacher where appropriate
- Knowledge of current Higher Education issues and development



Further Information

Equality, Diversity and Inclusion

We are committed to being an inclusive community that offers equal opportunities to all and enables our staff and students to succeed regardless of their background, perspectives or personal circumstances and based on merit. We are committed to creating a respectful environment that values colleagues and students' differences and where ideas can be explored and discussed openly and constructively.

Health and Safety

We are all responsible for helping to make the University a safe and healthy place to work and study, ensuring that we are compliant with our Health and Safety Policy.

Policies and Procedures

We should keep up to date with the University's policies and processes which are usually available on our intranet, reflecting these in the way that we work.

Staff Development

Our performance and development activities include appraisal and development reviews, participation in learning and development, and a personal responsibility to maintain our own subject knowledge.

Confidentiality

We must maintain appropriate confidentiality in relation to our work and that of the University.

Variation to Job Description

We may vary your duties and responsibilities outlined in the job description to reflect the changing needs of the University.



General Information

Terms and Conditions of Appointment

On appointment, you will receive a full statement of terms and conditions for your role.

Duties

Your duties and responsibilities are outlined in the job description.

Starting Date

This post is offered on an indefinite basis. The post holder will be expected to start in September 2026.

Hours of Work

The hours of work for this role are not less than 22.2 hours per week.

Salary

The salary for this post is £18,903.32 to £22,444.28 per annum. Pro-rated from a full-time equivalent salary of £38,784 to £46,049 per annum.

This post is on an incremental salary scale.

Annual Leave

This is a term time only position and you will receive paid holiday as part of your annual salary pro-rata to 26 days holiday plus 8 statutory days and up to 4 concessionary days leave per year when the University is closed (pro rata).

Pension

Employees have the benefit of joining the Local Government Pension Scheme, a defined benefit pension scheme which builds up a pension on a “Career Average” salary basis to which the University currently contributes an additional 25.3%.

As a member of the scheme, you would be provided with a secure future retirement income, independent of share prices and stock market fluctuations. There is also cover in the event of early retirement on the grounds of permanent ill-health, redundancy or business efficiency. Plus you have the option, on retirement, to exchange part of your pension for some tax-free cash.

From the moment you join, the benefits of the pension scheme also include life cover and family benefits for partners and children in the event of your death.

As a member of the Local Government Pension Scheme you have the security of these valuable benefits at a relatively low cost to you. You can find out more about the pension scheme by visiting the Norfolk Pension Fund website at <https://www.norfolkpensionfund.org>

DBS Applications

Individuals applying for this role will be required to complete an on-line DBS check and to provide the requested original documentation for checking and photocopying as part of the application process. All costs for a disclosure and barring check will be met by the University. Failure of the individual to provide information that is directly relevant to any DBS check could lead to the withdrawal of an offer of employment

Interview Expenses

Reasonable travel and incidental expenses will be reimbursed when agreed in advance in line with the University’s Candidate Interview Expenses Guidelines which are available on request.

Offers of Employment

All provisional offers of employment are subject to evidence of eligibility to work in the UK, verification of qualifications, satisfactory references and medical assessment process. If you are unsure of your right to work in the UK you can use the Gov.uk visa checking tool to establish your eligibility and options relating to visas. Please be aware that all visa routes have their own eligibility criteria and not all roles/applicants will be eligible for sponsorship under the Skilled Worker visa route.

Referees

References will not normally be taken up unless a provisional offer of employment is made. All offers of employment are subject to receipt of satisfactory references covering current or most recent employment and the past three years of work.



NORWICH
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OF THE ARTS

Amma Asante, Chancellor

Application and Recruitment Process

Job Description and Person Specification

Within this pack you will find the job description and person specification for the post for your consideration before you complete your application form.

The Job Description provides information about the main duties and responsibilities for the position. It also explains the purpose of the post.

The Person Specification sets out the experience, skills, abilities and characteristics to perform the duties in the job description.

We recognise that candidates may sometimes not meet all of our requirements. If you like what you've seen so far, we would still like to hear from you.

Application Form

We ask that applicants complete the application form in full and as clearly as possible.

You may, if you wish, submit a CV with your application form. However, we are unable to accept CVs without a fully completed application form.

The application form is the first stage in the recruitment and selection process and is a key element in being short-listed for an interview and the possible offer of a job.

Equal Opportunities Monitoring

We monitor the diversity of our workforce and applicants to help us review the effectiveness of our policies and procedures.

To help us with this, we ask that you complete the Equal Opportunities Monitoring section of the application form.

Submission of Application Form

Please submit both your completed application form and EDI form to jobs@norwichuni.ac.uk quoting reference A1208.

Please state on your application form which job role you are applying for.

Please note that we can only accept forms in either PDF or DOC format.

The closing date for this vacancy is: 13th August 2026

We regret we are unable to accept late applications.

Interview Arrangements

Interviews will normally be held on campus.

We will be in touch to let you know if you are shortlisted for interview.

The date of the interview will be: Week commencing 31st August 2026

Due to the high volume of applications we receive we are unable to provide you with feedback.

If you are shortlisted, we will ask you to provide us with evidence of your eligibility to work in the UK.



Adam Billings

We would like to take this opportunity to thank you for your interest in this position and wish you success with your application. If you have any queries regarding any aspect of the recruitment and selection process, please contact the Human Resources Team by emailing jobs@norwichuni.ac.uk



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