

Student Accessibility Advisor

Kaupapa | Purpose

- To provide proactive, holistic, strengths-based and case-managed support for disabled ākonga and those with impairments, medical conditions, injuries, neurodiversity, learning differences and wellbeing needs that impact learning.
- To improve equity, accessibility, retention, success and completion for disabled ākonga through inclusive and individualised support.
- To identify and remove barriers to participation by working collaboratively with ākonga, staff, whānau and external agencies.
- To promote Universal Design for Learning (UDL), accessibility and inclusive practice across Wintec.
- To ensure the voice of disabled ākonga remains central to service design, decision making and continuous improvement.

Reports to: Manaaki Akonga Manager

Team: Manaaki Akonga – Accessibility Services, Peer Tutor Support, Aniwaniwa under Te Kete Manaaki

Remuneration: IEA Band 4 (\$67,800 to \$84,700)

Ngā mahi | Do

Ākonga Support

- Provide holistic case management for disabled ākonga from registration through to successful completion of their studies.
- Meet with referred and self-referred ākonga to assess needs, identify barriers and coordinate appropriate support.
- Develop individual support plans and review these as required throughout the learner journey.

- Coordinate reasonable accommodations in accordance with organisational policy and legislative requirements.
- Support ākonga with physical disabilities, sensory impairments, neurodiversity, learning differences, mental health conditions, temporary injuries and long-term medical conditions.
- Support transition into tertiary study and ongoing learner engagement.
- Promote independence while empowering ākonga to become confident self-advocates.
- Work collaboratively with whānau, support workers and external agencies where appropriate.

Accessibility Services Coordination

- Coordinate accessibility supports including, but not limited to:
- Reader/Writer services
- Notetaking support
- Assistive technology (including Genio and other learning technologies)
- Alternative assessment arrangements
- Mobility parking
- Accessible furniture and specialised equipment
- Accessible learning resources
- Monitor the effectiveness of support arrangements and make adjustments as required.
- Ensure supports are implemented in a timely and equitable manner.

Inclusive Learning & Staff Capability

- Partner with academic staff to implement reasonable accommodations that maintain academic integrity.
- Provide advice and guidance to staff on inclusive teaching practices and Universal Design for Learning.

- Deliver accessibility awareness workshops, presentations and resources for staff and ākonga.
- Promote disability confidence and inclusive practices across Wintec.
- Advocate for accessible learning environments and equitable participation.
- Accessibility Projects & Continuous Improvement
- Identify opportunities to improve accessibility across physical, digital and learning environments.
- Participate in accessibility audits, campus improvement projects and strategic initiatives.
- Contribute to Disability Action Plans, accessibility reporting and organisational projects.
- Collect and analyse learner feedback to improve services.
- Support innovation through emerging assistive technologies and inclusive practices.
- Collaboration & Stakeholder Engagement

Develop strong working relationships with:

- Ākonga
- Academic Schools
- Internal Student Support Services
- Facilities
- Digital Services
- External disability organisations
- Health professionals
- Community agencies
- Represent Accessibility Services at internal and external meetings, forums and events.
- Participate in Orientation, Open Days and promotional activities.

Administration & Reporting

- Maintain accurate and confidential learner records.
- Record support plans, referrals, accommodations and learner outcomes.

- Coordinate reporting requirements and service statistics.
- Monitor equipment inventories where required.
- Ensure all documentation complies with legislative, organisational and privacy requirements.

Service Excellence

- Continuously review services, processes and systems to improve learner outcomes.
- Support the wider Te Kete Manaaki team as required.
- Contribute to service planning, quality improvement and innovation.
- Demonstrate flexibility in responding to changing learner and organisational needs.

Health and safety management accountabilities are understood and applied.

Individual and staff H&S outcome and objectives

- Significant hazards in the area of responsibility are identified, documented and reviewed annually or as new hazards emerge
- Significant hazards are eliminated, isolated and/or risk minimized
- Staff in the area of responsibility are involved in the hazard management

Wintec culture

- Observes Wintec's mission, strategies, priorities and values in all activities
- Follows all Wintec and Te Pūkenga's policies and procedures and legislative obligations
- Demonstrates an understanding and commitment to the principles of the Treaty of Waitangi and Equal Employment Opportunities (EEO)
- Demonstrates an understanding of and commitment to Wintec | Te Pūkenga mission, strategies, priorities and values
- Promotes equity and diversity in the workplace; builds mutual trust; and treats kaimahi equitably, transparently, fairly and in a culturally appropriate manner

- Undertakes continuous improvement and development of systems, procedures and service to ensure Wintec maintains and develops its position as a leading provider of vocational education and training

Other duties

- Performs other duties as may be reasonably required from time to time

Demonstrate commitment to:

Te Tiriti o Waitangi. Through our developing understanding of our obligations and our connection with Te Tiriti o Waitangi as both individuals and as an organisation.

Ākonga at the Centre. Through prioritising the experience, wellbeing, and success of our ākonga in our decision-making process.

Equity. Through recognition, empowerment, and inclusion we can give greater acknowledgement of the unmet needs of Māori, Pacific and disabled ākonga and their whānau.

Vocational Education and Training Excellence. Through quality provision for all ākonga, meeting the regional needs of employers and communities.

Pūkenga | Have

Education and Experience

- Relevant tertiary qualification or equivalent experience.
- Experience supporting disabled people, learners or within education, health or community services.
- Knowledge of accessibility, disability support and inclusive practice.
- Experience coordinating learner support services or case management.

Skills and Attributes

- Excellent communication, organisation and relationship-building skills.
- Strong problem-solving and decision-making ability.

- Ability to manage competing priorities and work independently.
- Experience using Microsoft Office and learner management systems.
- Commitment to equity, inclusion, continuous improvement and learner-centred practice.

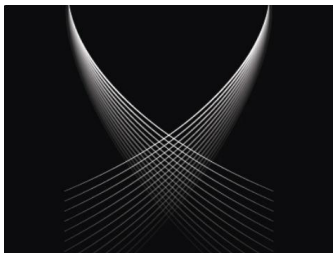
Desirable

- Knowledge of Universal Design for Learning (UDL).
- Experience with assistive technologies.
- Understanding of the tertiary education sector and Māori and Pacific models of wellbeing.

Wintec Values



Manawa nui describes the behaviour of a person or group that embodies manaakitanga (kindness), humility, patience, respect, tolerance and compassion.



Manawa roa describes the behaviour of a person or group that embodies staying power, resilience, fortitude, grit and doing what needs to be done to achieve the collective goal.



Manawa ora describes the behaviour of a person or group that embodies the act of breathing life into all aspects of another life form.

Ngā Hononga Mahi | Working relationships

Internal:

Student Support services/Academic Staff / Administration Staff / Advisors/Consultants /
Team Managers/Team Leaders/Coordinators / Department Managers / Heads of
School/Centre Directors / Directors / Dean of Faculty

External:

Business / Industry / Community / Government agencies / SAWIT / Whānau

Resource delegations and responsibilities:

Financial: Nil

People: Nil