University of East London

Pioneering Futures since 1898



Your *job title:*

Student Disciplinary Officer

University of East London

Pioneering Futures since 1898

We're delighted that you're considering joining us on our journey to deliver *Vision 2028*.

Think all employers are the same? Think Again.

At the University of East London, we're not just another employer. We're a careers-first, values-driven institution with a bold mission to tackle inequality and prepare for the future. Together, we're building a truly inclusive and future-ready university, one that empowers our students and communities to make a lasting impact.

With a proud 125-year heritage, we've always looked forward, not back. Through Vision 2028, our 10-year strategic plan, we're investing in cutting-edge learning spaces, digital innovation, and exceptional people like you.



University of East London

Pioneering Futures since 1898

We are UEL

Our *institution*

The University of East London is a careers-first university. We prepare our students for the jobs of the future and have been doing this proudly for 125 years.

40,000 students represent over 160 different nationalities from across the globe.

1,800+ colleagues who help us realise Vision 2028, our strategic plan.

5 schools changing the face of education to match the ongoing fundamental shift in working cultures.

Our *difference*

1st in London for Student Experience (National Student Survey 2024).

3rd in London for Teaching Satisfaction (Guardian University Guide 2025).

1st in the UK for addressing inequalities and 2nd in the world (the Times Higher Education Global Impact Ranking, 2020).

92% of our research is recognised as world-leading, internationally excellent, or internationally recognised (REF 2021).

Our *transformation*

We're in the midst of an ambitious transformation under our Vision 2028 strategy, evolving from a traditional university into a careers-first, innovation-driven institution. As England's fastest-rising university for career success, we've embedded employability and enterprise at the heart of learning and now rank second in the UK for student entrepreneurship. Our research and enterprise activity now contributes more than £1 billion annually to the UK economy, with graduate-led business survival rates soaring by over 1000% in recent years.

We're redefining how students and staff experience university life by actively evolving, combining social inclusion, innovation, and real-world impact. The role you're applying for will play a key part in shaping the next chapter of that journey.

University of East London

Pioneering Futures since 1898

We are UEL

Working at the University of East London

At the University of East London, we foster a professional, positive, and inclusive work environment built on shared values of Passion, Inclusion, and Courage. Our culture is collaborative and innovative, empowering staff to think differently, make an impact, and contribute to our ambitious Vision 2028 strategy. We are proud to be one of the most diverse universities in the UK, with a strong commitment to staff wellbeing, flexible working, and creating spaces that encourage creativity and growth.

We offer a comprehensive and competitive benefits package through our unique Total Reward Deal, which goes beyond salary to include progressive policies on annual leave, health and wellbeing, career development, and flexible working. Our goal is to ensure every colleague feels valued, supported, and equipped to succeed.

By joining UEL, you'll be part of a dynamic community that shares success, invests in people, and strives to make a real difference in the lives of our students and the communities we serve.

Our *Values*

Passion

We bring energy, pride, and purpose to everything we do. We care deeply about our work, the people we serve, and the impact we make – and we always strive to be better.

Inclusion

We create an environment where everyone belongs, feels respected, and can contribute fully. Our differences make us better, and fairness guides how we treat one another.

Courage

We act with integrity and confidence, even when it's difficult. We challenge ourselves to improve, embrace change, and do what's right to build a better future.

University of East London

Pioneering Futures since 1898

Job Description

Student Disciplinary Officer

School/Service:	Student services
Grade:	E
Location:	Docklands campus, predominately Hybrid
Reporting to:	Senior Student Disciplinary Officer
Line management for:	N/A
Key internal relationships	Students, Academic staff, Office for Institutional Equity, Student Services, Schools and East London Students' Union
Key external relationships	External Agencies
Contract type and hours	Fixed-term maternity cover, full-time – 9 months, with the potential to extend to 12 months

BRIEF OVERVIEW OF Student Conduct

Student Conduct are responsible for maintaining academic integrity, upholding the Student Code of Conduct, and promoting a safe and respectful environment for our community to excel.

We provide support for students, staff and the public who may have witnessed or experienced anti-social or inappropriate behaviour by a student. We are compassionate, fair and believe that our role is to promote positive behaviour while ensuring accountability when students breach the values of our Institution.

JOB PURPOSE

As Student Disciplinary Officer, you'll support the Senior Student Disciplinary Officer in maintaining and regulating student conduct, within the university and the wider community. The role holder will provide a professional response for staff, student or public reports of student misconduct and will support staff to follow due process as per UEL policies and procedures.

The role holder will have experience supporting disciplinary processes and will have experience maintaining accurate records and data.

Due to the nature of the work, you will be required to support disciplinary processes for a range of allegations, including of a sensitive nature.

You'll also need to be pro-active in working with colleagues across the university to ensure that policies, procedures and service in relation to student conduct and reporting are clear, up to date and effective

KEY DUTIES AND RESPONSIBILITIES

- Manage and maintain up-to-date records of all disciplinary cases, and for tracking progress to ensure that cases are progressed and monitored in accordance with the published timelines, and that students are kept informed.
- Provide professional support, guidance and advice to staff on student disciplinary issues to ensure staff follow due process as per UEL policies and procedures.
- Oversee and collate an overview of student misconduct cases across the University and produce reports for senior management on operational issues or trends arising.
- Receive, log, and monitor reports made through the online reporting tool Report & Support, taking appropriate action and referring them to relevant stakeholders where appropriate.
- Represent the Student Conduct team at relevant committees, meetings and networks, internal/external to the University, on matters relating to student conduct to facilitate the exchange of information and keep abreast of sector developments and best practice.
- Process penalties and outcomes as required, review penalties or data entry to ensure accurate records are maintained.
- Complete Risk Assessments and support with the administration of the Risk Assessment Group.
- Lead on projects and the design and delivery of campaigns and a variety of development or promotional materials to proactively improve student conduct (both academic and disciplinary) and raise awareness of expected standards.
- Work with colleagues including Schools, Service areas, Office for Institutional Equity across UEL to develop and implement interventions and programmes to improve student behaviours and reduce policy violations.
- Service Disciplinary panels by minute taking and following up agreed actions as required.
- Support the Senior Student Disciplinary Officer with Academic Misconduct breach meeting, training and deputise as required.
- Respond to relevant Freedom of Information and Data Protection enquiries. Ensure all duties are conducted compliant with GDPR, data protection, safeguarding, external and internal requirements.
- Attend sector events and networking opportunities, creating and leading internal networks to promote best practice.

- Provide administrative support for safeguarding processes, including coordinating referrals, maintaining confidential records, preparing documentation, monitoring actions and liaising with relevant stakeholders in accordance with University policies and procedures.
- Provide administrative support to the Student Conduct Manager, Senior Student Disciplinary Officer and the wider Student Conduct Team as required.
- Work in accordance with and understand UEL's Equality and Diversity policies.

The duties and responsibilities outlined provide a general overview of the range of tasks that this role may be required to perform; however, it isn't exhaustive. You may occasionally be asked to take on other duties in line with your grade as we continue to grow and evolve.

We're proud of our diverse and inclusive community, and we ask all colleagues to uphold all UEL policies and regulations. Employees should actively demonstrate our values and contribute to UEL's positive, forward-looking culture.

University of East London

Pioneering Futures since 1898

PERSONAL SPECIFICATION

The University's core values are **Passion, Inclusion, and Courage**, and they are at the root of everything we do, and everyone in our community is expected to demonstrate them.

At the University of East London, our values of Passion, Inclusion, and Courage guide our actions, from strategic decisions to day-to-day interactions with students and each other. Our values are rooted in our history, heritage, and character, and they help to ensure the University is a rewarding, welcoming, and inspiring place to work.

The table below outlines the essential and desirable criteria required to perform the role effectively. Candidates will be shortlisted based on how closely they meet these criteria.

Category	Essential Criteria	Desirable Criteria
Education & Qualifications	• Educated to degree level	• Mediation, legal, investigatory qualification/training
Experience & Knowledge	• Experience of using information technology such as MS Office applications, SITS, web based software and databases • A committed and positive professional, dedicate to the delivery of high service quality and student satisfaction levels • A willingness to think creatively, and to consider new ideas and make improvements • Knowledge of sector issues around student misconduct, published research, reports and relevant publications. • Excellent communication skills (clarity and reliability in written and oral forms), in dealing with a range of individuals and the ability to explain and present clear and authoritative advice to a wide range of individuals and bodies • Able to initiate, build and co-ordinate relationships • Experience of supporting student disciplinary cases	• Experience of working within a student support service or environment

	• Commitment to and understanding of equal opportunities issues within a diverse and multicultural environment	
Skills & Abilities	• Ability to interpret and present information to a variety of audiences • Strong record keeping skills, an ability to act with discretion when dealing with sensitive information and an understanding of client confidentiality and data protection • Excellent administration skills and proven record of maintaining accurate records and data • Able to self-motivate, manage time under pressure and prioritise plans, duties and responsibilities in order to meet objectives and deadlines • Excellent interpersonal and organisational skills	
Other Competencies	• N/A	• N/A

FURTHER INFORMATION

UEL is an inclusive equal opportunities employer and is proud of our Equality, Diversity and Inclusivity achievements. We expect all employees of UEL to accept our EDI policy and will not tolerate discrimination in any form. As an employee of UEL, we expect you to follow all relevant Health & Safety policies.

We're a disability confident employer and value all applications. Please let us know if you require any reasonable accommodations throughout the recruitment process.

DISCLOSURE AND BARRING SERVICE (DBS)

Some roles at UEL may require a Disclosure and Barring Service (DBS) check under the Rehabilitation of Offenders Act (Exceptions Order) 1975. Where this applies, candidates will be informed during the recruitment process.

Last Update: 04/11/2026

University of East London

Pioneering Futures since 1898

Join us on our *journey*

