

## Capital City College Group

### Job Description and Person Specification

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<b>Post:</b>	Mental Health and Wellbeing Advisor
<b>Contract:</b>	Term Time only
<b>Salary:</b>	£19,828 per annum (FTE: £29,641)

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#### Key Purpose

- To promote and monitor a professional Mental Health service across the College for students and staff. The post-holder will take responsibility for delivering mental Health Services along with mentoring support, throughout the College and will be expected to advise College management on policies and strategic issues relating to student welfare that may impact on student retention and achievement.
- It is expected that the post-holder will work with other members of the Student Services teams, Counsellors and teaching staff to advertise the service and ensure that information is reaching all students/Staff across the organisation.
- It is anticipated that the service will be offered at all campuses, so flexibility is essential. It will also be necessary to work some evenings and occasional weekends.

#### Main Duties and Responsibilities

- To provide personal mental health and wellbeing services to assist students with the management of mental health issues affecting their learning.
- To liaise and communicate with external partners and coordinate meetings.
- To actively organize and promote Mental Health Week and any other related Equality & Diversity activities celebrating Mental Health within the College.
- To organize external workshops to raise the profile of the Mental Health service within the College
- Work closely with the counsellors/A&G workers to support learners with needs
- Provide individual sessions for students with emotional, social, academic or personal development
- To identify and assess learners with Mental health support needs, create teaching and learning adjustment forms and support plans
- To actively participate in monthly clinical supervision to ensure competence, fitness to practice and to comply with professional standards.
- Provide guidance to Teaching Teams and complete risk assessment documentation
- Provide awareness sessions to staff and learners across the College
- Work with and report to the Mental Health Group on delivery and take up of sessions
- Where appropriate, provide group support to assist students with emotional, social, academic or personal needs
- Research and record user perception of the service
- Liaise with teaching staff to provide an effective induction program which ensure that all students are aware of the Mental Health and mentoring service and how to access it.
- Liaise and encourage a two-way referral system with other cross College departments

- Create links with external local professionals, e.g. psychiatrists, social workers, MH organizations and GPs
- Refer students, as appropriate, to internal services and external agencies both local and national and advise the team on appropriate referrals
- Support tutors offering pastoral care and assist with the management of student problems, including offering mediation where appropriate
- To organize and deliver (where appropriate) staff development on issues relating to MH support for learners.
- Provide advice and assess the support needs of students and prospective students experiencing mental health difficulties
- Manage a caseload of students with mental health conditions
- Offer crisis interventions for students, including students at risk of harming themselves and liaise with internal and external agencies to ensure individuals gain effective support
- Contribute to the development and maintenance of effective working relationships and partnerships with external agencies including links with CAMH'S, community mental health teams and other psychiatric services
- Contribute to the development and delivery of training to colleagues on matters relating to student's mental health
- Co-ordinate the provision for students with emerging, acute and enduring mental health conditions, helping them to manage their mental health alongside their studies including developing and facilitating appropriate support plans and signposting to other services where appropriate

### **Wider Responsibilities**

- To ensure that all activities are carried out to meet service standards, including the Matrix standard for information, advice and guidance, and contribute to service targets.
- To attend and contribute to internal and external meetings including relevant team and training events and partnership meetings, representing the college where required.
- To work flexibly within the student services hubs, cover working patterns within agreed opening and closing times (including evenings and weekends where required), covering work of absent colleagues where required, and providing support to other hubs if necessary.

### **General**

- To implement College policies particularly those relating to equality of opportunity, health and safety and data protection
- To implement Safeguarding, Health and Safety and security procedures in accordance with statutory and College requirements
- To undertake appropriate self-development and training activities and regularly review own performance of duties with the line manager for the post
- To undertake any other duties consistent with the key objectives and/or duties of the post as allocated by the line manager.

## Expectations of the Post Holder

- To demonstrate model behaviours that, always, are consistent with an open, inclusive and participative style.
- To be proactive in identifying and pursuing opportunities that are appropriate to maintaining his/her professional development, and actively participate in the Group's appraisal scheme.
- To always carry out his/her duties with due regard to the Group's policies, including Safeguarding, Health & Safety, Equal Opportunities, and Data Protection, and participate in training as and when required.
- To work flexibly and to undertake such other duties that may reasonably be allocated by the line manager, which may include working occasional evenings and weekends.
- The nature of this post means that the post holder may need to travel to undertake duties at other College campuses as and when required as well as external venues.
- This post falls within the scope of the regulations requiring a Disclosure & Barring Service (DBS check).

**N.B.** This job description is designed to outline a range of main duties that may be encountered. It is not designed to be an exhaustive listing of tasks and can be varied in consultation with the post holder in order to reflect changes in the job or the organisation.

## EDI

We value diversity and positively welcome applications from all backgrounds. This will help ensure our workforce better reflects the diverse wider community we support. Applicants who declare a disability meeting the minimum criteria for the role will be guaranteed an interview.

## Safeguarding

We are committed to safeguarding and promoting the welfare and safety of our students and expect everybody working for the Group to share this commitment. We actively seek DBS enhanced clearance checks for applications of employment as part of our safeguarding procedures.

## Person Specification

	Criteria	Essential	Desirable
<b>Qualifications &amp; Experience</b>	Relevant degree or professional qualification in Mental Health Support	✓	
	Experience in successfully delivering and Mental Health Support Services	✓	
<b>Knowledge &amp; Understanding</b>	Experience of successful work within an appropriate context with people with Mental Health difficulties and Mentoring needs	✓	
	Familiarity with current developments in Community Care		✓
	Knowledge of legislation and issues relating to Mental Health and mentoring support	✓	
	An understand and commitment to the College policy on equality of opportunity and a willingness to promote this in all aspects of work	✓	
	Experience of multi-agency support work		✓
<b>Skills / Abilities</b>	The ability to relate to, communicate effectively with, and counsel students, both school leavers and adults, and to monitor their progress	✓	
	An ability to maintain good working relationships with colleagues, to work as part of a team and provide team leadership	✓	
	High level of organisation and administrative skills and a readiness to carry out admin and student support/tracking duties consistently and to a high standard	✓	
	Ability to offer practical advice/support to students with MHD in Education	✓	
	Ability to defuse volatile situations		✓