**ACADEMIC MENTAL HEALTH TUTOR**

**Job purpose:**

To provide one-to-one study support to students with mental health difficulties.

**Main duties:**

- To help students to develop learning strategies to assist them in overcoming difficulties associated with mental health. This may include coaching in some or all of the following areas:

* motivation and goal setting
* strategies for effective time management
* organisational skills
* study and exam preparation skills
* study-related stress or anxiety management

- To work with the student to identify and help overcome specific difficulties but not to provide subject-specific tuition

- To provide confidential support to disabled students on a one-to-one basis in a neutral, public space

- To make any necessary reasonable adjustments to ensure support is delivered in an accessible manner

- To adhere to the Codes of Conduct as issued by Queen’s Register of Support Providers

- To complete and return all relevant paperwork for each support relationship in a timely and accurate manner.

Please Note: Following recruitment, participation in the Mental Health Awareness and Study Skills training programmes for Support Providers will be expected.

**ACADEMIC MENTAL HEALTH TUTOR**

# Personnel Specification

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| **Educational and Professional Qualifications** | Essential | Educated to degree level or equivalent |
| **Previous Experience / training** | Essential | Experience of undertaking study skills tuition, preferably, but not necessarily, at FE/HE level;  Professional or voluntary experience of working with adults and/or children with mental health difficulties |
| Desirable | Professional body membership eg:  **BPS** - British Psychological Society (and a PG qualification in psychology or mental health)  **NISCC** – NI Social Care Council  **GMC** – General Medical Council  **NMC** – Nursing & Midwifery Council  **UMHAN** – University of Mental Health Advisors Network  **BACP** – British Association for Counselling & Psychotherapy  **UKCP** – UK Council for Psychotherapy  **IACP** – Irish Association for Counselling & Psychotherapy  **COSCA** – Counselling & Psychotherapy Scotland  **FDAP** – Federation of Drug & Alcohol Professionals  **BABCP** – British Association for Behavioural & Cognitive Psychotherapies  **Association of Child Psychotherapists**  *or similar* |
| **Job Related Achievements** | Essential | Good organisational skills |
| Desirable | Ability to devise creative problem-solving strategies |
| **Inter-personal Skills** | Essential | Excellent communication skills, both oral and written;  Awareness of confidentiality;  Good interpersonal skills |
| Desirable |  |
| **Special Factors** | Essential | Acute awareness of boundary issues |
| Desirable | Flexibility over working hours |