

## JOB DESCRIPTION

1. **Job Title:** Mental Health Support Co-ordinator

2. **Reporting to:** Student Support Manager

3. **Main purpose of job**

To promote the achievement and progression of all learners by increasing the student positive well-being and reducing the impact of mental ill health. The post holder will work with students to increase their independence and resilience by developing and implementing a range of effective strategies. The post holder is one of a team of Student Services Tutors providing academic support to students.

4. **Job Activities**

The following is an indication of the type of duties expected:

- Work with Student Support Manager to develop a college wide strategy to support students with mental ill health including graduated activities ranging from 1 to 1 support to group sessions.
- Work with Student Support Manager to develop a strategy to increase the positive wellbeing and resilience across the whole student population.
- To support students to identify their learning barriers and develop strategies with students to realise their potential.
- To follow guidance and procedures relating to referral, liaison and ethical practice.
- To maintain confidential, up to date and accurate records using agreed systems, and keeping abreast of the relevant legislation and sector information.
- To collaborate as part of a student services team in order to action plan and review the work of the team.
- To attend Team, School and Staff meetings, and relevant training events.
- To provide individual support or tutoring to students as identified by the Student Support Manager.

5. **Performance Review**

The post holder's performance will be reviewed annually as part of the College's Performance Review and Development Scheme.

6. **Conditions of employment**

The post is full time (37 hours per week), term time only