**Mentor/Study Support Assistant**

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| Choose/type an item or delete row. | Disability & Wellbeing Service (www.strath.ac.uk/professionalservices/disabilityandwellbeing/) |
| Choose/type an item or delete row. | Student Experience and Enhancement Services (www.strath.ac.uk/sees/) |
| Staff Category | Administrative and Professional | Reference No | Click here to enter text. |
| Reports To | Disability Support Team Leader | Grade: | 6 |
| Salary Range: | Choose a range. Add Pro-rata if required. | Contract Type: | Fixed Term (Until 31/08/2023) |
| FTE | Ad hoc guaranteed minimum hours | Closing Date | Ongoing |

# Job Advert

**Mentor/Study Support Assistants**

The Disability & Wellbeing Service is recruiting a pool of study support assistants to provide mentoring and study support to students with disabilities. For mentoring, you will work primarily with students with mental health issues and/or autistic spectrum disorders. For study support, you will work with students with a range of disabilities. Employed on an ad hoc employee contract with guaranteed minimum hours, you will be offered a minimum of 6 hours work per week during term time. You will provide one-to-one support for students and liaise with Disability & Wellbeing Service staff to ensure individual student needs are met effectively. Educated to degree level and with a sound understanding of disability related issues in higher education, you will have experience of working with students in a higher education setting and, ideally, a good awareness of the challenges experienced by people with mental health issues and/or autistic spectrum disorders.

# Job Description

## Brief Outline of Job:

In this role you will be expected to:
• Manage a caseload of students and monitor progress and the effectiveness of strategies and techniques employed.
• Work with colleagues in the Disability & Wellbeing Service in developing services for students experiencing mental health difficulties or requiring study skills support in relation to their disclosed disability.

## **Main Activities/Responsibilities**:

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| 1. | To mentor the student, encouraging and assisting participation in university life. |
| 2. | To develop supportive, empathetic interpersonal relationships within professional boundaries with students. |
| 3. | To assist the student to positively manage transitional change. |
| 4. | To assist the student to develop skills and strategies to cope with day-to-day life as a student and to help improve social skills where necessary. |
| 5. | To help the student to identify and access appropriate support and resources to reduce anxiety levels.  |
| 6. | To support the student to develop effective motivational strategies.  |
| 7. | To help the student identify their personal learning style, learning strengths and areas for improvement. |
| 8. | To assist the student to develop organisational skills including managing his/her time in relation to academic workload, personal commitments which may impact on study, and to maintain the necessary focus on academic progress. |
| 9. | To assist the student in developing effective note-taking, reading, planning, writing, presentation and revision techniques.  |
| 10. | To help the student learn to interpret exam questions and assignment titles. |
| 11. | To help the student prepare for exams and assessments. |
| 12. | To support the student in making effective use of assistive software.  |
| 13. | To encourage the student to develop strategies for increased independent study.  |
| 14. | To plan support sessions in advance and maintain accurate records. |
| 15. | To respond promptly and appropriately to emerging situations, liaising with disability service staff as necessary. |
| 16. | To liaise with academic and other staff, in consultation with the student and under the direction of the relevant Adviser, to review issues and feed back to the Adviser.  |
| 17. | To work in accordance with relevant confidentiality and disclosure policies. |
| 18. | To attend training and mentor peer support sessions. |
| 19. | To comply with relevant health and safety procedures.  |

# Person Specification

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| Educational and/or Professional Qualifications**(E=Essential, i.e. a candidate must meet all essential criteria to be considered for selection, D=Desirable)** | **Essential/ Desirable** | **Assessment Method** |
| E.1 Educated to degree level.  | Essential | Application/CV |
| Experience |  |  |
| E.2 Experience of supporting students in higher education or comparable setting. | Essential | App/CV/ Interview |
| E.3 Experience of supporting people with mental health difficulties and/or Autism Spectrum Disorders. | Essential | App/CV/ Interview |
| E.4 Experience of dealing effectively with complex situations. | Essential | App/CV/ Interview |
| D.1 Experience of providing academic tutoring/study skills support to students. | Desirable | Application/CV |
| Job Related Skills and Achievements |  |  |
| E.5 Knowledge of mental health issues and awareness of the signs of mental ill health. | Essential | App/CV/ Interview |
| E.6 Knowledge of Autism Spectrum Disorders and the barriers facing people with these conditions. | Essential | App/CV/ Interview |
| E.7 Knowledge and understanding of issues that affect the participation and progression of students with disabilities in higher education. | Essential | App/CV/ Interview |
| E.8 Knowledge of other support services and academic roles and functions within higher education. | Essential | App/CV/ Interview |
| D.2 Knowledge of the Equality Act 2010 and its application to disabled people. | Desirable | Application/CV |
| E.9 Understanding of confidentiality and data protection issues. | Essential | App/CV/ Interview |
| E.10 Good IT skills- word processing, email and internet use. | Essential | Application/CV |
| D.3 Knowledge of assistive technology. | Desirable | Application/CV |
| Personal Attributes |  |  |
| E.11 Excellent interpersonal, negotiation and communication skills with an ability to deal with situations empathetically and remain calm in challenging situations.  | Essential | App/CV/ Interview |
| E.12 Good levels of literacy. | Essential | App/CV |
| E.13 Good analytical and problem solving skills. | Essential | App/CV/ Interview |
| E.14 Ability to work on own initiative whilst remaining within the parameters of the role. | Essential | App/CV/ Interview |
| E.15 Ability to carry out agreed responsibilities independently whilst maintaining an awareness of personal limitations and referring onwards where the situation demands. | Essential | App/CV/ Interview |
| E.16 Awareness of boundary issues which may arise while working in this context. | Essential | App/CV/ Interview |
| E.17 Excellent planning and organisational skills. | Essential | Application/CV |
| E.18 Reliable with excellent punctuality and timekeeping skills.  | Essential | Application/CV |

# Application Procedure

Please submit applications in writing to Clare Kennedy, Disability Support Team Leader (clare.kennedy@strath.ac.uk), including a current CV and details of two referees. **Your supporting statement should provide examples of how you meet the criteria outlined in the person specification.**

Further information on the application process and working at Strathclyde can be found on our website (<http://www.strath.ac.uk/hr/workforus>).

Informal enquiries about the post can be directed to Clare Kennedy, Disability Support Team Leader (clare.kennedy@strath.ac.uk).

**Conditions of Employment**

Conditions of employment relating to the Administrative and Professional staff category can be found at: [Conditions of Employment](http://www.strath.ac.uk/hr/careerpathways/informationtermsconditions/).

## PVG Check

This position involves regulated work, making it a legislative requirement that the successful candidate becomes a member of the Protection of Vulnerable Groups Scheme. If appointed, employment with the University will not be confirmed, until membership of the Scheme has been received. The successful applicant will be precluded from working with protected groups until that time.

## Interviews

Interviews for this post will be held during August and September 2022.

## Equality and Diversity

We value diversity and welcome applications from all sections of the community.

The University currently holds a Bronze Athena SWAN award, recognising our commitment to advancing women's careers in science, technology, engineering, maths and medicine (STEMM) employment in academia.

## University Values

The University’s Values capture what we’re all about: who we are, what we believe in and what we stand for. [Our Values](https://www.strath.ac.uk/whystrathclyde/values/) have been derived from how we act and how we expect to be treated as part of Strathclyde.

