**The Register of Support Providers at Queen’s University**

**Academic Mental Health Tutor**

**Role Purpose**

To provide tailored, one-to-one study support to students with mental health difficulties to help them keep ‘on track’ through the development of more efficient and effective study strategies. AMH Tutor support should not be regarded by either party as a substitute for counselling or other forms of specialist therapy.

**Main Duties**

* To help students to develop learning strategies to assist them in overcoming difficulties associated with mental health. This may include support in some or all of the following areas:
  + motivation and goal setting
  + strategies for effective time management
  + organisational skills and work planning
  + maintaining realistic study patterns
  + overcoming procrastination
  + managing (self-imposed) expectations
  + study and exam preparation skills
  + coping with stress
  + concentration strategies
  + managing study-related stress/anxiety
* 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 Support Provider Guidelines as issued by the Register of Support Providers at Queen’s.
* To complete and return all relevant paperwork/timesheets for each support relationship in a timely and accurate manner.

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**Academic Mental Health Tutor**

**Person 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, e.g.:  **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 |
| **Special Factors** | Essential | Acute awareness of boundary issues |
| Desirable | Flexibility over working hours |