

JOB DESCRIPTION

Job Title: **GUIDANCE AND SUPPORT ADVISOR**

Line Managed By: HEAD OF STUDENT SERVICES

Staff Responsibilities: As detailed in the organisation chart

JOB PURPOSE & OBJECTIVES

To be responsible to the Head of Student Services for assisting in the effective delivery of a range of guidance and support services for students.

Key Tasks

Support and co-ordinate delivery of the College's Mental Health, Safeguarding and Wellbeing provision working closely with the Head/Depute Head of Student Services.

Contribute to the continual development and quality improvement of the Department.

To provide mental health, safeguarding and wellbeing support for students and operate an effective and appropriate referral process to internal and external support services.

Provision of pastoral/emotional support for students and work in partnership with the Student Counselling and Community Pastoral Support Team Service.

Act as a named staff contact for care experienced and estranged students, those with caring responsibilities and veterans and their families.

Administer the Mental Health, Safeguarding and Wellbeing section of the College website, Portal, Teams and VLE.

Assess and approve discretionary crisis awards payments for students.

Assist and advise applicants with their funding applications where required.

Organise and deliver a range of activities for students including Freshers', HE Progression, GBV Prevention, Volunteering and Employment events.

Assist in the delivery of the student induction process.

Support the work of the Student Association, liaising and advising the committee and providing support to the Student President and Vice President.

Represent the College at sector forums and events.

Ensure compliance with all Health and Safety requirements as laid down in the College H&S Policy.

Be aware of and ensure the implementation of all College policies.

Any other duties in relation to the student support service as specified by the Head of Student Services.

Corporate Statements and Values

Vision

To be Scotland's leading College: delivering excellence.

Mission

Preparing learners well for their future, in an outstanding learning environment and inclusive community.

Values and culture

We are:

- inclusive and diverse
- passionate about our roles and responsibilities
- continually improving
- high achieving
- reducing our environmental impact
- delivering community and social value
- committed to health, safety and wellbeing
- creative and innovative
- a listening organisation

This job description is not intended to detail all tasks undertaken, but simply highlight a number of major tasks of the post. The postholder may be required to undertake additional duties which might reasonably be expected and which form part of the function of the post.

This job may be amended in future to reflect the changing duties of the post.