

**STUDENT WELLBEING ADVISER (MENTAL HEALTH)**

**NFTS Beaconsfield**

**Part time: 21 hours per week**

**Salary: £22,800 per annum (£38,000 FTE)**

First established in 1971, the National Film and Television School (NFTS) has evolved to become a leading global institution, developing some of Britain and the world’s top creative talent in film, television and games. It is widely acknowledged to be the top school of its kind in the UK and one of the best internationally, being named as one of The Hollywood Reporter’s top international film schools for over a decade. The NFTS is a registered charity (313429).

We are now recruiting for a **Student Wellbeing Adviser** (**Mental Health)** to work collaboratively with our Student Support & Wellbeing Manager to provide expert advice, guidance and support to students with mental health needs and other disabilities where appropriate. The successful candidate will have in-depth experience of supporting individuals with their mental health, and of working with higher education students in a confidential advisory setting.

The role is required to worked in person in Beaconsfield.

This post is subject to a DBS check.

For further information about this role and details of how to apply, please visit <https://www.nfts.co.uk/jobs>

Closing date for applications is **29th June 2025.**

Please note that we are unable to sponsor candidates for these roles, so we are only able to accept applications from candidates who are able to demonstrate their right to live and work in the UK.  If you do not have the right to work in the UK, we will not be able to progress your application.

*At the NFTS, people are at the heart of what we do. We’re an inclusive employer and are committed to equality of opportunity, and building a culturally diverse workforce. We are committed to being an anti-racist organisation and to increasing our representation of staff from Black, Asian and minority ethnic communities. We strongly encourage applications from all backgrounds.*

*Our commitments to protecting the rights of our staff and students of protected categories can be found here* [*https://nfts.co.uk/equality-diversity-and-inclusion*](https://nfts.co.uk/equality-diversity-and-inclusion)*.*



**STUDENT WELLBEING ADVISER (MENTAL HEALTH)**

**JOB DESCRIPTION**

**Responsible to**: Student Support and Wellbeing Manager

**Purpose of role:**

Working in the Student Support and Wellbeing team, the Student Wellbeing Adviser (Mental Health) will primarily be responsible for providing expert advice, guidance and support, on an individual or group basis, to students with mental health experiences and diagnosed mental health conditions including those with complex or co-occurring (dual) diagnoses such as mental health and neurodevelopmental conditions (e.g., autism, ADHD). They will manage a caseload of students with short- and long-term mental health conditions that impact on emotional wellbeing, such as depression, anxiety, bipolar disorder, obsessive compulsive disorder and autistic spectrum conditions. This will include the identification of adjustments and support packages, and provision of guidance to reduce barriers to learning and enable these students to participate fully in School life.

The role also involves liaising with tutors and Heads of Department, signposting students to internal and external provisions, and running occasional wellbeing initiatives. You will be a part of developing the wellbeing provision and supporting in upskilling academic staff around wellbeing and mental health issues.

In addition, the postholder will contribute flexibly to the wider Student Support team, particularly during peak periods, including by assisting and supporting students who have other disabilities and/or issues with relationships, sexuality, finance, workload, family issues, accommodation, bereavement etc.

The successful candidate will be an experienced and committed mental health professional, with a proven track-record of delivering high quality disability support in the area of mental health and ensuring complex cases are responded to and dealt with appropriately. They will possess excellent communication skills, be able to work in a proactive, independent manner and demonstrate resilience and empathy for students managing ongoing and complex difficulties.

**Core duties and responsibilities include, but are not limited to:**

* Manage a caseload of students, providing psychological support on a one to one basis for students with mental health difficulties, autism or students with a dual diagnosis of learning difficulties/mental health with associated behavioural issues
* To provide specialist assessment, ongoing support interventions, and appropriate referral and signposting to students experiencing complex or enduring mental health challenges in order to facilitate their continued engagement on their academic programme
* To respond to crisis situations and liaise with other staff across the School in implementing crisis intervention procedures for students who are at risk of harming themselves or others. Make recommendations on appropriate action to be taken for students
* To contribute to the development of an inclusive culture and community that encourages student early disclosure and engagement, and promotes good mental health
* To liaise with colleagues in curriculum and professional service areas to enhance and embed best inclusive practice including anticipatory adjustments into mainstream provision and facilitate the implementation of appropriate reasonable adjustments
* To develop and deliver training to colleagues when appropriate on issues to do with student mental health
* To advise students at drop-ins or on a walk-in basis on a wide range of issues including relationships, sexuality, finance, workload, family issues, accommodation, bereavement etc
* To keep thorough, accurate and up to date client case notes to ensure compliance with professional standards and data protection legislation
* To advise on Fitness to Study processes, ensuring a fair and supportive approach to student wellbeing
* To attend and contribute to student complex case review meetings to support the identification, monitoring and review of strategies for those students presenting cause for concern
* Help students complete Disabled Students Allowance (DSA) applications and liaise with DSA staff regarding any queries
* Advise and support students in accordance with School policies and procedures
* Liaise with students and staff to ensure appropriate support is provided during students’ leave of absence and suspension, and on their return to studies
* Undertake training and continuing professional development in order to keep up to date with current legislation and good practice
* To forge and maintain excellent working relationships with colleagues across the School to ensure effective negotiation on behalf of individual students where appropriate
* Contribute to the organisation of School wide events, such as Wellbeing Week, Open Days and to post information and news on WorkVivo

**Person Specification:**

**Skills/experience required:**

* Proven background of working in a clinical capacity within a mental health setting
* Experience of Crisis Intervention
* Degree in an appropriate discipline (Social Work, Mental health Nursing, Psychology)
* Experience of working with students in a confidential advisory setting
* Experience of working with people from a diverse range of cultural and socio-economic groups
* Understanding of data protection and privacy law
* Excellent written and interpersonal communication skills
* Able to demonstrate using diplomacy and tact when working with others
* Ability to understand and maintain boundaries and professional ethics within a confidential setting
* Evidence of using initiative and problem-solving skills
* Meticulous administrative and record-keeping skills
* Excellent knowledge of Microsoft office and confident in the use of databases including Excel
* Self-motivational skills and the ability to work as part of a wider team
* Ability to manage and prioritise a busy workload and manage a challenging range of tasks within the demands of the academic calendar

**Desirable:**

* Knowledge of working within the Higher Education context