



<b>Job Title</b>	Student Support Advisor	<b>Reports to</b>	Student Support Project Manager
<b>Division/Department</b>	Academic Services	<b>Supervises</b>	Student Support Units

## COMPETENCY REQUIREMENTS

<b>Experience Required</b>	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Good Administrative skills</li> <li>• ICT capability</li> <li>• Excellent communicator</li> <li>• Experience of developing, implementing, monitoring and evaluating program</li> <li>• Experience of supervising staff and creating learning and development plans</li> <li>• Proven track record of success as an outstanding teacher/trainer</li> <li>• Experience of monitoring performance and intervention strategies to raise performance</li> <li>• Minimum of 1-year experience in a welfare role or similar</li> <li>• Experience of case work and appropriate record keeping</li> </ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• Experience in an educational setting</li> <li>• Experience of working in the GCC</li> <li>• Teaching or training experience</li> </ul>
<b>Education Requirements</b>	<ul style="list-style-type: none"> <li>• UAE transferable driving license</li> <li>• Bachelor's degree in Guidance Counselling, Learning Support or similar health profession</li> <li>• Previous experience as a Form Tutor is desirable</li> </ul> <p><b>LANGUAGE</b></p> <ul style="list-style-type: none"> <li>• Excellent oral and written English essential.</li> </ul>

<b>Job Purpose:</b>	<p>The successful Student Support Advisor is vital to the well-being of both the student and the school as a whole. The Student Support Advisor mentors and provides advice to the student support teams (including social workers, teachers, nurses, careers counselors etc.) in around 8 – 10 schools.</p> <p>The Student Support Advisor's responsibility is to provide counsel, support and direct the student support unit in empowering the students to achieve their full potential, ensuring they have full access to all the supporting provisions available to them.</p>
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## CONTEXT

As part of the UAE's ambitious vision for 2021 and beyond, the education system in the Emirates is undergoing large-scale reform to ensure it ranks as one of the best in the world and is equipping its citizens with world class, globally relevant skills.

The Ministry of Education recognizes that its workforce of skilled and motivated specialists and teachers will be integral to making these reforms successful, not only their ability to deliver first-class learning, but to engage with the wider community.

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<b>Department:</b>	Academic Services	<b>Published Date:</b>	May 2018



The Ministry also acknowledges that the expectation to equip its students with the necessary skills to thrive on a global platform requires adequate social, personal and academic development.

The UAE has moved in the right direction to ensure our students are healthy. The introduction of the Moral Education curriculum, support from the Ministry of Health, improved focus on Physical Education lessons and important topics within Health Sciences means students are exposed to a support mechanism from a curriculum perspective. The Ministry is looking to recruit a Student Support Advisor to support their students to realise, not only the Ministry's but also their personal goals. Our ideal candidate will be suitably qualified with energy, enthusiasm and full commitment to their role.

## Essential Functions

Principle duties and responsibilities: The role will encompass, but will not be limited to, all of the following, the balance of duties and responsibilities, however, will be determined in discussion with the necessary Ministry personnel.

### The Role of the Student Support Advisor

- To guide the Student Support Unit to support, hold accountable and develop a team of tutors focusing on high standards of social, personal and academic development of students.
- To support the Student Support Unit to implement a new tutor program.

### General responsibilities:

The post holder will be responsible for:

- developing, coordinating, and implementing strategies with the cluster of schools to improve student attendance and attainment, making sure that the school meets all its attendance and punctuality targets and requirements
- Ensure the student support unit in each school is providing effective welfare support and guidance to learners, monitoring students at risk of disengaging in learning and ensuring that effective intervention strategies are in place to keep students on track.
- Co-ordinate strategies to build positive relationships with 'hard to engage' parents across the cluster of schools
- Assist with activities to assess and support student engagement
- Ensure a timely and effective 'at risk' referral system is in place for your cluster, in line with the Ministry policy.
- Provide advice and guidance to the student support unit on welfare issues, the disciplinary policy and the 'at risk of disengaging' procedure
- Maintain close links with specialist external agencies and develop effective referral systems

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**Published Date:** May 2018



- Attend external meetings, training and events on behalf of the Ministry regarding welfare, safeguarding and mental health, liaising effectively with outside agencies where and when necessary and guided to
- To have an overview of the range of barriers to learning that impacting on student progress, with reference to behavior for learning, in and out of the classroom
- To use all of the above to identify underachievement with a view to establishing and coordinating improvement strategies in conjunction with the student support unit and Principals.
- To monitor the effectiveness of these interventions and report to Project Manager termly on the progress being made by the student support unit.

## Key targets

This post has key targets that are required for the success of this post. These targets will be set and agreed annually, normally prior to the start of the academic year. Targets will be process monitored and updated on a termly basis

The following is a list of areas for which targets will be set, whilst this list covers key areas it is not exclusive and is likely to change in line with external and internal strategies:

- Attendance
- Referral levels
- Student wellbeing
- Behavior in school
- School/agency/partner satisfaction levels
- Service standards
- Parental satisfaction
- Efficiency of the student support unit in each school

The post holder may be required to undertake any other duties which may reasonably be required as within the nature of the duties and responsibilities of the post as defined.

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