

Human Resources

Job Description

Position details:

Job Title:	Learning Mentor
Department:	Foundation Learning
Pay Scale:	9 - 13
Salary:	£6,541.81 - £7,312.83 per annum
Status:	Permanent
Working Hours:	18.5 hours per week / Term Time Only

Overview of Job:

To provide cross-college support to students who have a wide variety of additional support needs.

To provide support for tutors teaching students with additional support needs both cross college and within the SLDD provision.

Key Responsibilities and Accountabilities:

- To provide support, under the direction of a tutor, to individuals or groups of students, and to provide assistance with the teaching of a range of activities, in varied curriculum areas.
- To assist in the preparation of equipment and materials for learning, practical work, demonstrations and exhibitions.
- To supervise students during non-teaching times where appropriate.
- To support students with personal care / assistance.
- To attend relevant, appropriate professional development as and when required.
- To comply with all college policies and procedures.
- To work with the Line Manager to identify training needs and actively seek out relevant training and development opportunities in liaison with the Head of Professional Development.
- To attend internal and external meetings as and when required.
- To complete related paperwork and administration tasks.
- To escort injured / sick people to hospital or home by taxi.
- Any other duties commensurate to the grade of post.

Mandatory Requirements:

- **Commitment to Safeguarding** - Safeguard the wellbeing of learners, including responsibility for reporting concerns to the College Safeguarding Team.
- **Commitment to the Prevent Duty** – To prevent students and staff from being drawn into terrorism, including responsibility for reporting concerns to the College Safeguarding Team.
- **Disclose & Barring Service (DBS) Check** - All staff will be required to have an enhanced DBS check, formally known as CRB check.
- **Commitment to Equality and Diversity** - To comply with the requirements of the College's Equality & Diversity Policy and to promote Equality & Diversity in all activities, including responsibility for reporting concerns to the College's E&D Operational Group.
- **Health and Safety** - To comply with the requirements of the Health and Safety at Work Act 1974. To fulfil your duties in accordance with College Health & Safety policy and procedures.
- **Continued Professional Development (CPD)** – To be committed to their own continuous professional development.
- **Code of Conduct** – To adhere to the code of conduct.

Attribute	Criteria	Essential / Desirable
Core Competences	To understand various support needs amongst learners and utilise appropriate support mechanisms to assist them in their academic studies.	Essential
	To be vigilant where equality & diversity and safeguarding are concerned.	Essential
	To be able to effectively and professionally communicate with tutors and learners alike.	Essential
Experience	Working with Students/Young people (14+) who have a range of additional support needs.	Essential
	Working in an educational or training setting.	Essential
Skills and Abilities	To work as part of a team.	Essential
	To work flexibly and without direct supervision.	Essential
	Computer literate.	Essential
	Must be able to recognise discrimination and be able to demonstrate an awareness of equal opportunities.	Desirable
Qualifications	Minimum of Level 2 English.	Essential
	Minimum of Level 2 Maths.	
	Minimum of 3 GCSEs, at grade C or above. Equivalent level qualification will also be accepted.	Essential
	NVQ Level 3 classroom assistant or BTEC in Classroom Support Assistants qualification or willingness to achieve within an agreed timescale.	Essential
	IT qualification.	Desirable