

Job description: Learning & Progress Mentor (Casual)

Role Specific

1. Develop an individual learning plan with a focus on improving the identified gaps in learners' knowledge, skills, and behaviours.
2. Plan and deliver small group tuition activities to identified learners to support them to 'catch up' to the expected level of knowledge, skills and behaviours. The ability to breakdown and simplify complex concepts is essential. Specific activities could include the following:
 - Help to organise student files
 - Focus students on the instructions and meaning of the learning activity ensuring the student understands the task in hand
 - Help students to develop their Maths and English knowledge and skills
 - Promote confidence, motivate and provide guidance and encouragement to the student in whatever activities s/he is undertaking
 - Encourage the student to integrate into the learning group and / or wider college activities
 - Helping learners' to build resilience and sustain concentration on a task
3. Set and review SMART targets with individual learners to ensure progress and obtain improvement where necessary.
4. Work with Curriculum teams to monitor individual progress of the identified learners.
5. Ensure students are up to date with their work and liaise with the tutors to identify gaps and assist in ensuring the student can meet targets.
6. Ensure close liaison and good communications with other staff in matters concerning learners.
7. Work with learners to ensure that they are equipped with the skills they need for the world of work and progression through college.
8. Work closely with the College's additional learning support team to identify support needs to ensure entitlement to support is met, and offer support for learners where appropriate.
9. Build effective working relationships with cross college support staff, learners, parents, carers and Act as a point of contact to ensure learner success.
10. Support individual learners so they can maximise their potential, develop independence so they can achieve positive destinations into work.
11. Deal promptly and effectively with inappropriate learner behaviour.
12. Promote and safeguard the welfare of children and young people that the post holder has responsibility for or contact with.
13. Undertake any other duties that may be reasonably required, commensurate with grade and scope of this post and agreed with the relevant line manager.

College Responsibilities

1. Share the College's Vision, Mission, Values, Behaviours and communicate them effectively
2. Participate in Staff Review and Professional Development activities and be actively involved in the College's culture of high expectation
3. Value diversity and promote equality
4. Engage in marketing activities and liaison with employers and the wider community in line with College strategies
5. Contribute to cross-college events
6. Adhere to College policies and procedures including health and safety
7. Ensure good communication at all levels
8. Be responsible for safeguarding and promoting the welfare of children, young people and/or vulnerable adults
9. Any other duties that the Principal considers appropriate

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Person Specification	Learning & Progress Mentor (Casual)
Qualifications and Attainments	Essential / Desirable
Educational qualifications to at least level 3	Essential
Post level 3 educational experience / qualifications	Desirable
English and Maths qualifications at a minimum of level 2 / GCSE	Essential
Full driving licence and own vehicle and insurance for business use.	Essential
Training, Experience and Knowledge	
Experience of working with young people to support them in their educational journeys and personal development.	Essential
Experience of setting and agreeing SMART targets with young people and of monitoring progress towards these.	Desirable
Experience of supporting learners in an educational setting, working to support plans and evaluating the impact of the support delivered	Desirable
Coaching / mentoring skills	Essential
Personal Skills and Attitudes	
Knowledge and understanding of a range of additional needs and their impact upon the individual's capacity to learn	Essential
Ability to adapt learning materials and implement support strategies to meet the additional needs of an individual learner	Essential
Possess excellent communication skills both written and verbal	Essential
Possess good ICT skills	Essential
Be a team player, be flexible and adaptable with excellent inter-personal skills	Essential
Ability to work effectively to meet deadlines	Essential
Demonstrate a commitment to equality and diversity as well as health & safety	Essential
Flexible approach to working times in line with the College	Essential