BARNSLEY COLLEGE

**JOB DESCRIPTION (REC 3)**

**Post Title :** Tutorial Learning Mentor

**Department :** Essential Skills including English and Mathematics

**Reporting to :** Course Leader

**Grade** T2

**Summary of the Post**

To act as Tutorial Learning Mentor to a caseload of learners. To ensure that learners are encouraged and supported and can access College services as and when needed with ease and know how to access external resources.

**Main Duties**

* Identify, through communication with subject teachers, parents, guardians and external agencies, at-risk learners.
* To listen to learners and embed a solutions focussed approach to barriers to learning.
* To develop strategies to help learners who are underperforming to understand why and to seek solutions.
* To work with learners in 1-1 or small groups to implement strategies to support building of self-esteem and confidence.
* To develop small group activities to foster peer support, anger management sessions etc.
* To support transition from School to College or from year to year for learners already identified as at-risk and from ESOL 16-18 study programme to vocational departments
* To support learners in setting targets and monitoring outcomes to encourage success.
* To communicate effectively with parents/guardians and external agencies in regard to the learners.
* To offer pastoral support and guidance for academic and personal issues
* Offer advice and guidance on course and to aid progression
* Act as a learning mentor to support learners in addressing barriers to success
* Make referrals to appropriate support services
* Communicate with appropriate external agencies
* Monitor attendance and punctuality
* Support the learner to complete the PLP, set targets and review
* Use motivational dialogue to engage the learner in the learning process
* Prepare course materials (e.g. SOW, LP) to include a focus on study skills and careers guidance
* Prepare effective and useful group tutorials
* Ensure appropriate application of the Behaviour Support & Disciplinary Policy and Process
1. Any other duties commensurate with the grade as appropriate

**Standard Duties in all College Job Descriptions**

* Engage in the implementation of College Quality systems.
* Show a commitment to diversity, equal opportunities and anti-discriminatory practices.
* Show a commitment to ensuring that children and young people learn in a safe environment.
* Ensure that all information is secured, used and maintained in line with internal and external standards including ensuring that confidential information is processed in line with the Data Protection Act and College policies
* Participate in relevant and appropriate training and development as required.
* These duties may be amended from time to time by the line manager in consultation with the post holder.

**Departmental Duties**

* Tailor and implement support for 16-18 and 19+ learners, studying English, mathematics and ESOL
* To communicate with vocational areas to drive attendance in English and mathematics lessons
* To support adult learners with accessing appropriate college services that enable them to progress within college or employment.

**Method of Working**

Barnsley College expects all staff to work effectively as part of a team or teams, delivering high quality education and support to staff and students. As a minimum this requires dealing with people politely and tactfully, communicating with colleagues and students both formally and informally, offering guidance and information in accordance with College guidelines, polices and procedures when requested and contributing to the maintenance of the Barnsley College environment. In order to do this staff are expected to make themselves aware of the relevant polices and procedures. All staff are required to maintain confidentiality as required.

**Public Relations**

Considerable importance is attached to the public relations aspect of all work undertaken by Barnsley College staff. It is a prime objective therefore that staff will at all times project to the public the image of the college as keen to assist wherever possible, and positively promote the work that is carried out across its various services.

**PERSON SPECIFICATION REC 4 – Tutorial Learning Mentor**

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| **Specification** | **Essential** | **Desirable** | **Examples Measured by** |
| **Education and Training**Formal qualifications and relevant training  | Qualified to at least level 3Level 4 Teaching qualification e.g. CTLLS (or a willingness to work towards)Hold minimum of level 2 qualification in English and mathematics grade C or above |  A coaching or mentoring qualificationFull Teaching qualification | Application FormDocumentary EvidenceReferences |
| **Work Experience**Ability to undertake duties of the post | 2 years’ experience of working with young people Experience of teaching/delivering tutorials/undertaking pastoral care in an education environmentExperience of working with young people in an educational settingExperience of working with a wide range of stakeholders in an educational setting |  | Application Form InterviewPerformance of task / test at interview |
| **Skills and Knowledge**Includes abilities and intellect |  Ability to prepare high quality learning materialsUnderstanding of motivational techniques to encourage learningExcellent communication skills and a knowledge of appropriate communication methodsUnderstanding and knowledge of tutorial and pastoral systems and deliveryUnderstanding of appropriate monitoring procedures strategies of “at risk” learners.Knowledge of appropriateintervention strategies to retain students and maximise learning potential. Ability to use IT systems to analyse data.Ability to manipulate and analyse data to generate solutions and monitor performance. |  | Application Form InterviewPerformance of task / test at interview |
| **Personal Qualities**Includes any specific physical requirements of the post – (subject to the provisions of the EQUALITY Act) |  Flexible and creative approach to tasksAbility to relate to young people |  | Application FormInterviewPerformance of task / test at interview |
| **Suitability to work with children, young people and vulnerable adults**Issues relating to safeguarding and promoting the welfare of children, young people and vulnerable adults | Motivation to work with children, young people and vulnerable adultsAbility to form and maintain appropriate relationships and personal boundaries with children, young people and vulnerable adultsEmotional resilience with challenging behaviours |  | InterviewReferencesDBS Checking Service |