

JOB DESCRIPTION

Job title: **Specialist Learning Mentor (Autism Spectrum Conditions)**

Salary Range: **£22,002.19 - £24,113.65 pro rata per annum***

(Support Scale 5, Points 13-16)

£17,758.31 - £19,462.50 per annum - Salary estimation based on 37 hours per week, Term Time Only 36 weeks per year

Contract: **Full Time/Permanent/Term Time Only**

Ref Number: **EL10995**

Protection of Children and Young Persons

Any offers of appointment will be conditional and subject to a Disclosure and Barring Service (DBS) check, a certificate of good conduct if applicable, plus receipt of satisfactory employment references, Occupational Health clearance, an understanding of safeguarding and qualifications verification. An Enhanced DBS check is required for this position as you will be working within 'Regulated Activity' within a specific place (i.e. the College).

This role is classed as working within Regulated Activity. It is an offence to apply for this role if you are barred from engaging in regulated activity relevant to children. By applying for this position you agree to an Enhanced DBS check in line with DBS regulations.

<https://blob.wcg.ac.uk/pdf/wcg-child-protection-procedure-v6-278918161015bf8861f2837582c7673a.pdf>

Background to the Post

WCG has three core values, the first of which is to put the student first. Young people have the right to request that an institution is named in their Education, Health and Care plan (EHCP), and local authorities have a duty to name that institution in the EHC plan unless, following consultation with the institution, the local authority determines that it is unsuitable for the young person's age, ability, aptitude or Special Educational Needs or that to place the young person there would be incompatible with the efficient use of resources or the efficient education of others.

WCG is recognised as offering an inclusive and successful provision at all levels for Young People whose learning is affected by autism.

The main purpose of this Specialist Learning Mentor post is to work with students with Autism Spectrum Conditions within their learning programme and help them towards achieving independence and reach their potential..

The Specialist Learning Mentor's time will be spent with the identified student/s in a mentoring capacity both in the classroom/workshop/practical environment and 1:1 mentoring outside of taught sessions. There will be a requirement to undertake administrative tasks relating to recording student progress and supporting student retention and achievement.

Duties and Responsibilities

1. To provide support 1:1 in-class, or mentoring support outside the classroom as directed by the SEN Team Leader/ASC Specialist Support Lead
2. To assist the class lecturer with the preparation/ adaptation of materials or activities for named student's use.
3. To actively promote and support independent learning, particularly through the use of technologies
4. To be a key worker for designated student/s to help reach their outcomes as stated in their EHCP.
5. To support the Specialist Support Lead in the EHCP Annual Review Process
6. To work closely with the personal tutor/Personal Learning Adviser to ensure that the individual student targets are being monitored and reviewed.
7. With knowledge/permission of personal tutor/ Personal Learning Adviser/SEN Team Leader/Specialist Support Lead, make contact with parents, either by telephone or in writing where appropriate.
8. To act as a trouble-shooter and work with the student to ensure they meet deadlines and catch-up on any missed work.
9. To attend Academy and Inclusion Team meetings.
10. To undertake training and development as required including Team Teach
11. To train and act as invigilator and/ or Human Support (Reader, Scribe, Prompt) in exams.
12. To accompany and support the student during work experience placements, and/or trips, if appropriate.
13. To undertake administrative duties which will include keeping their own records, completing ProMonitor records, updating tutors with student progress reports and completing regular student support/progress reviews.
14. Work collaboratively with College staff to produce Individual Risk Assessment, Personal
15. Emergency Evacuation Plans, Medical Protocols and support the completion of exam access arrangements and Medical Protocols.

In order to support during busy exam periods, you may be asked to undertake exam invigilator duties. The College will provide training.

The list of duties is not exhaustive but outlines the main features of the post at appointment and may vary as the job evolves without affecting the nature of the duties or the responsibility level.

Health and Safety

To ensure a safe working environment for colleagues, students, and visitors in line with the HASAW Act and the College Health and Safety Policy.

Safeguarding

Safeguarding and promoting the welfare of children and vulnerable adults for whom you are responsible and whom you come into contact with.

Working Weeks

This post is normally for 36 working weeks per year, but this may be less if the post holder starts after the beginning of the academic year. Salary will be paid in equal monthly amounts across the academic year.

Hours of Work

The post holder will be expected to work such hours as are necessary for the proper performance of their duties and responsibilities, normally 37 hours per week.

Place of work

The principal place of work will be the College's premises based at our Royal Leamington Spa College. However, the post holder may be required to work on either a temporary or an indefinite basis at any premises at which we may provide services.

Offers of Work

For the successful candidate a conditional offer of work will be made. Our offer of work will be conditional upon a number of mandatory pre-employment checks, to include but not limited to: DBS, Barred List check, right to work check, internet search, TRA check (academic posts).

Employee Benefits

When you join WCG we offer you a whole host of employee benefits, including:

- The opportunity to apply for Hybrid working
- Generous annual leave entitlement plus up to 4 free College Closure days a year
- Comprehensive training programme
- Leadership & Management training programme to develop our next generation of managers
- Superb health and wellbeing support with Wellbeing@WCG
- Employee Assistance Helpline offering free, confidential, 24 hours support and guidance
- The opportunity to join our voluntary health cash plan run by Health Shield
- Free onsite gyms at most colleges
- Discounted part time and professional courses
- Cycle to work scheme
- Discounted hair & beauty treatments in our college salons
- The opportunity to join NEST pension scheme
- Free will writing service
- Free car parking on site
- Staff discounts in our Plant Centre at Pershore College

PERSON SPECIFICATION

Physical Make-up

Ability to perform the tasks as described in the job description. If you have a disability you should not be discouraged from applying, since there are schemes available within the College which allow for the provision of special aids, premises to be adapted and other appropriate support provided. **Ways in which these schemes might help in particular circumstances can be discussed with HR when making your application.**

		How Measured	
Attainments:		Application Form	Interview
Essential	Demonstrate English and maths skills equivalent to level 2	✓	✓
	A qualification relevant to Specific Learning Difficulties at Level 2 or above	✓	
	Working knowledge of information technology such as e-mail, the internet and other software applications, including assistive technologies.	✓	✓
	Previous experience of supporting young people with Autism Spectrum Condition.	✓	✓
	Experience of liaison, advocacy and collaborative working	✓	✓
	Experience in working with learners on a 1-2-1 basis	✓	✓
	Experience of coaching and motivating learners of different ages and abilities.	✓	✓
	Knowledge of Educational Health and Care Plans and the SEND Code of Practice (2014).	✓	✓

Desirable	GCSE Grade C or above in English and Mathematics, or Level 2 <u>equivalent</u> qualification.	✓	✓
	A qualification in Autism Spectrum Condition	✓	✓
	Previous experience of working in Further Education.	✓	✓
	Previous experience of managing students with behaviours for concern.	✓	✓
Skills and Knowledge:			
Essential	Excellent communication skills.		✓
	Ability to motivate students to reach targets sets.		✓
	Commitment to a high level of student achievement and to continuous quality improvement.		✓
	Supportive, positive and non-judgemental attitude.		✓
	Awareness of health and safety procedures or willingness to undertake training.		✓
	Good administrative and record keeping skills.		✓
	To undertake staff training as applicable and including mandatory Team Teach training		✓
	Be flexible and very responsive in approach to teaching styles and methods.		✓
	Be able to respond effectively to the student's individual needs.		✓
	Work to deadlines set.		✓

	Ability to demonstrate an understanding and knowledge of Equality and Diversity.		✓
	Ability to demonstrate an understanding and knowledge of safeguarding and promoting the welfare of children and vulnerable adults.		✓
	Ability to demonstrate behaviours which support the Core Values of the College.		✓

Applications should apply by sending a copy of their CV to jobs@warwickshire.ac.uk

When selecting applicants for short-listing, the panel will consider the requirements listed in the Person Specification above. You are, therefore, advised to ensure that your application addresses the issues raised by providing examples/evidence.

We are conscious of the time and effort spent on applications. We do thank you for your interest, and we will let you know whether or not your application is successful at shortlisting. Due to the number of applications the College receives we are unable to provide feedback for candidates who are unsuccessful at shortlisting. The College regrets that it is unable to pay expenses incurred by attendance at interview.

***A percentage of this salary is unconsolidated. An unconsolidated pay award is a monthly percentage pay award that is non pensionable. The rate included on the job description is the annual full time equivalent amount.**