



JOB DESCRIPTION

POST TITLE: LEAD LEARNING MENTOR
(MATERNITY COVER)
POST NUMBER: WREQ2124
SALARY: MANAGEMENT SPINE

JOB PURPOSE

As part of the department for 'Technology, Learning Resources and Progression Skills', you will:

- Manage a team of Learning Mentors, working with FE curriculum teams to co-design and deliver skills development programmes to support progression into higher levels of study and/or employment.
- Lead on the planning and mobilisation of Learning Mentor skills development programmes.
- Ensure Learning Mentor programmes develop the wider skills of learners that complement a learner's programme of study, including academic, employability and digital skills.
- Provide a one-to-one support offer for learners in a range of study skills, including academic writing, referencing, sources of information and time management.
- Work in partnership with curriculum teams, monitor the attendance and progress of learners attending Learning Mentor class-based sessions.
- Liaise with key managers to ensure Learning Mentor programmes and support is responsive to the needs of learners, courses and careers.
- Work within LibraryPlus learning centres to support learners in accessing the range of resources and services available.
- Contribute to an outstanding LibraryPlus experience and promote the LibraryPlus services and facilities to all learners and staff.



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KEY TASKS, DUTIES, AND RESPONSIBILITIES

The post holder will be responsible to the Assistant Director for Technology, Learning Resources and Progression Skills for the following:

- Responsible for the management and direction of the Learning Mentor team, delivering a flexible, responsive and creative approach to the development of wider skills.
- Provide a lead role in developing the 'Futures Academy' programme for L3 full-time learners (16-18), focussing upon 'future ready skills' including digital skills, teamwork, problem solving and social emotional competencies.
- Deliver and coordinate timetabled sessions for skills development programmes.
- Maintaining accurate records regarding attendance, progress and achievement of learners in timetabled sessions.
- Deliver sessions and individual support that promotes and develops independent learning and study (academic) skills.
- Contribute to the support provided to individual learners and small groups who have been identified and referred by curriculum teams.
- Support learners in working within our Microsoft 365 digital learning and working environment.
- Support learners in accessing resources in LibraryPlus facilities.
- Work with digital learning staff to ensure online resources are available, relevant and up to date.
- Work collaboratively with curriculum staff, contributing to the creation of resources to develop the wider skills of learners.
- Ensure Learning Mentors are represented at key faculty meetings and events to maintain curriculum connectivity.
- Under the instruction of the Assistant Director, to contribute to the creation of study programmes working with curriculum teams.
- Ensure the safety of all learners within the College learning environment.



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- Undertake duties Assistant Director for Technology, Learning Resources and Progression Skills.

This job description only contains the principal accountabilities relating to this post, and does not describe in detail all the duties required to carry them out.

GENERIC TASKS, DUTIES, AND RESPONSIBILITIES

In addition to the above requirements, all representatives of the Team are required to:

- Participate and undertake Staff Appraisals and in-service training, based upon an assessment of individual service needs.
- Meet the requirements of the Health and Safety at Work Act 1974 and the College's Health and Safety Procedures.
- Comply with Information Security requirements, in line with Weston College policy.
- Undertake such other duties as may be reasonably required, commensurate with the grade of the appointment.

TARGETS

The Lead Learning Mentor role 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 progress 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.

Quality reviews of taught sessions
Attendance to taught sessions
Learner feedback on skills development programmes
Impact of one-to-one learner support on learner progression
LibraryPlus learner experience

SPECIAL NOTES AND CONDITIONS

Hours will normally be accommodated between 08:30 and 17:30; however some flexible working will be required during key periods (e.g. open evenings and events).

Work may be expected on more than one site.

PUBLIC

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HEALTH AND SAFETY

All staff have a duty to maintain the safe and clean conditions of their workplace area and to co-operate with Weston College on matters of Health and Safety. This will include assisting with risk assessments and carrying out appropriate actions, as required. Staff are required to refer to Weston College's Health and Safety Policies in respect to their specific duties and responsibilities.

STAFF DEVELOPMENT

All staff are required to participate fully in Weston College's staff development programmes and they have a responsibility to identify their own professional development needs in conjunction with their line manager.

CONDITIONS OF SERVICE

The College standard Contract of Service for management staff applies.

SALARY

Management Spine, Point F: £28,125.00

HOURS

Hours of attendance: Full-time, 37 per week.

Annual leave: 318.5 hours per annum, inclusive of statutory bank holidays and college closures.

The College reserves the right to direct up to 5 days of your annual leave entitlement for efficiency purposes.

Weston College is committed to safeguarding and promoting the welfare of children, young people, and vulnerable adults, and expects all staff and volunteers to share this commitment.

PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
Five GCSEs at Grade 4 or above (or equivalent), including English and Mathematics. <i>All applicants must be able to provide evidence of a Level 2 Qualification in English and Mathematics, or be willing to undertake the Qualification whilst in post.</i>	✓	
Experience in working with learners within FE and/or HE sectors.	✓	
Experience in delivering structured sessions to groups of learners.	✓	
Experience in delivering sessions or support for digital skills, academic skills, employability skills and/or life skills	✓	
A creative and innovative approach to the development of learning resources and session planning.	✓	
Experience in providing one-to-one learner support.	✓	
Skills in managing classrooms and expectations of learners.	✓	
Experienced user of up-to-date Microsoft Office applications.	✓	
Proficient in using technology for smarter working and good communication.	✓	
Supervisory or management experience.	✓	
Ability to communicate effectively with senior and middle managers.	✓	
Remain positive, flexible and responsive within a fast paced and demanding working environment.	✓	
Receptive to new ideas with a willingness co-design with others.	✓	
A proactive and problem-solving approach to achieving key objectives.	✓	
Teaching qualification.		✓
Level 2 IT (or related) qualification or higher.		✓