



BARNET AND SOUTHGATE COLLEGE PROPOSED JOB DESCRIPTION

JOB TITLE: Learning Mentor

POST REFERENCE: LM-01

SALARY GRADE: Support Salary Scale 6 30,008 - £31,877 per annum inclusive of London Weighting (Pro-rata £13,074 – £13,888 per annum)

HOURS: 18 hours per week, 38 weeks per year

PRIMARY LOCATION: Colindale - Staff can be asked to work on any of our college sites but will usually be based at one of our main sites: Southgate, Wood Street or Colindale

PURPOSE OF POST:

To monitor and improve retention and attendance levels, by reducing absence in accordance with targets set by the College.

To make appropriate support referrals so that students can access learning and make appropriate progress.

To re-engage identified students at risk

RESPONSIBLE TO: Student Voice & Welfare Lead

Main Duties:

1. To be an active member of the Student Services Team
2. Support the achievement of the college's overall targets for retention and attendance.
3. To challenge and motivate students, promote and reinforce self-esteem to ensure re-engagement in all elements of their study programme, including vocational course aim, tutorial support and Maths & English.
4. Work closely with college-wide curriculum and support staff to identify patterns of poor attendance and behaviour and offer support, swift and impactful interventions to bring about positive change
5. To be proactive in ensuring all registers are completely punctually and accurately each session with no missing marks or unexplained absences
6. To monitor the attendance and behaviour of vulnerable groups and liaise with appropriate staff to ensure students are receiving support
7. Conduct attendance and behaviour chats and facilitate restorative meetings between students and members of staff

8. To participate in positive behaviour support meetings and keep accurate records
9. Work with at risk students to improve attendance and re-engagement through a variety of strategies
10. Work collaboratively with students to identify and overcome barriers to re-engagement, attendance and behaviour, building relationships with young people which encourages and enables young people to enhance their learning experience
11. To liaise with relevant staff and external partners to ensure support is focused and appropriate.
12. To ensure early intervention to support students at risk of failing to achieve
13. To draw up an agreed support plan with SMART targets with students and relevant staff
14. To manage a caseload of students
15. To monitor and evaluate support plans to ensure students are on target
16. To monitor and record impact of work timely and in line with college requirements
17. To develop creative and effective ways to engage students
18. Be proactive in monitoring at risk students
19. Work with the Digital & Learning Support Lead and the Student Tutorial, Enrichment & Personal Development Manager to record and update information on college systems such as Promonitor,
20. To embed Equality of Opportunity and Shared Values in all your work
21. Provide qualitative and quantitative reports in a timely and appropriate manner to meet Ofsted, Matrix and other inspections
22. Work in accordance with relevant legal and ethical requirements e.g., keeping Children safe in Education, Working Together to Safeguarding Children, Mental Health Act, NICE guidelines, Equality Act, Health and Safety at Work Act and appropriate codes of professional conduct and practice (e.g. college staff code of conduct etc.)
23. Keep and collate accurate records on all students in accordance with GDPR legislation and ensure college systems are updated timely and accurately to reflect support provided
24. To participate in college wide activities as required e.g., open days, enrolment etc.

General duties and responsibilities:

1. To provide a helpful, professional and flexible service to internal or external customers of the department or the College.
2. To act in accordance with college values and positively represent Barnet and Southgate College in all aspects of your work.
3. To operate in accordance with the College's policies and procedures.
4. To act in a safe manner which safeguards the health and safety of yourself and others.
5. To be aware of equality and diversity, the needs of customers and learners and demonstrate these principles in all aspects of your work.
6. To be familiar with and comply with the College's safeguarding requirements which protect the welfare of children and vulnerable adults.
7. To participate in and take responsibility for your own learning and development
8. To provide cover or support for other members of your team and undertake any other duties required by your line manager appropriate to your position within the organisation. This includes attending other Barnet and Southgate College campuses if required.

NOTE: Please be aware that the duties and responsibilities outlined above are not exhaustive, nor are they shown in the order of priority or frequency. They may be varied from time to time after consultation with the post holder. They do not form part of the post holder's contract of employment.

Person Specification

Learning Mentor

CRITERIA	Essential	Desirable	Method of Assessment A – Application Form I – Interview T – Activity P - Presentation
Qualifications	Relevant L3 qualification		A
	A-C in English & Maths		A
Experience	Proven experience of working with young people in an informal setting, advice giving and/or mentoring		A/I/T
	Experience of embedding E&D and Shared Values in all aspects of the job		A/I/T
	Proven experience in working with college systems such as Promonitor/EBS/databases		A/I/T
	Proven experience of motivating and supporting students to achieve		A/I/T
	Experience of setting smart targets for students to work towards		A/I/T
	Experience of promoting a service or subject		A/I/T
	Experience of monitoring student progress		
Knowledge & Skills	Able to build and maintain effective relationships, particularly with young people		A/I/T
	Ability to form effective team working relationships with internal staff and external agencies		A/I/T
	Ability to collect and report data in a timely manner to allow qualitative and quantitative analysis of the quality and impact of the service delivered		A/I/T
	Ability to work effectively as a member of a team and autonomously as required		A/I/T

CRITERIA	Essential	Desirable	Method of Assessment A – Application Form I – Interview T – Activity P - Presentation
	Excellent IT skills including the use of social media		A/I/T
	Ability to think 'outside the box' to get key messages across to learners		A/I/T
	Clear understanding of the significance of equality of opportunity		A/I/T
	Ability to engage and encourage participation in students		A/I/T
	Good communication skills and the ability to liaise with all levels of the college as well as parents and external agencies		A/I/T
	Clear understanding of relevant policies and the impact of a student becoming a NEET		A/I/T
Personal Attributes	Committed to own continuous professional development (please give information about your CPD during the past 2 years)		A
	To uphold and behave in accordance with the College's core values		A/I
	A professional and flexible approach to work with a commitment to work across campuses and late nights/Saturdays as required		A/I
	Demonstrate the willingness to travel and work at all College campuses as service requires		A/I
	Demonstrate the willingness to participate in cross college activities e.g., enrolment, open days as college requires		A/I
	High level of integrity, discretion and confidentiality		A/I/T
	An understanding of limits and boundaries of the role and know when to refer to specialist agencies and professionals		A/I/T