

### JOB TITLE: Mentor – Special Educational Needs

#### ROLE OVERVIEW

**Job Title:** Mentor – Special Educational Needs

**Grade:** Lecturer A

**Contact Hours:** 0.5FTE, 18.5 hours per week

**Responsible to:** Head of Faculty

#### Key Role Objectives

To provide young people within the Faculty of Foundation Learning and Support outstanding coaching and mentoring both in and out of lessons to ensure students overcome barriers to learning and maximise their potential.

#### Main Responsibilities

- To support the achievement of learners by identifying barriers to learning and providing high quality, pro-active pastoral support.
- To liaise with teaching staff to provide 1:1 coaching and mentoring for learners who have been identified as requiring extra support surrounding emotional, behavioural, social and learning needs.
- To provide in-class small group support.
- To implement the support and conduct process and facilitate meetings with parents/carers and students throughout the process.

#### Mentoring

- Respond to difficulties that learners may have as they arise at college and provide direct, targeted support.
- Provide mentoring sessions for learners alongside their course at the college.
- Liaise with tutors and lecturers to provide in-class small group sessions.
- Signpost learners where appropriate to Wellbeing and other agencies.
- Ensure the support and conduct process is implemented in a timely manner and coordinate meetings with parents/carers, tutors and learners.
- Track the interventions that have been provided and monitor the impact of the support given.
- Set and monitor Personal Targets with learners and communicate this with teaching staff.

#### Additional Duties

- Schedule sessions with learners that will work alongside their timetables
- Promote a teaching, learning and working environment that is free from discrimination and where all learners are encouraged to express their individuality.
- Be responsible for safeguarding and promoting the welfare of learners
- Promote and conduct your professional duties and responsibilities within the parameters of the College's agreed values and aims.

Reviewed: October 2023

# Person Specification

## JOB TITLE – Mentor – Special Educational Needs

### Assessment Criteria

Evaluated on application form (A) and/or interview (I)

#### Experience

##### Essential Criteria:

- Experience of working with young people with emotional, behavioural, social and/or learning needs (A/I)
- Experience of teaching or mentoring (A/I)
- Experience of working within a team (A/I)

##### Desirable Criteria:

- Experience using IT systems to track and monitor support and interventions. (A/I)

#### Skills and Abilities

##### Essential Criteria:

- Ability to remain calm and consistent under pressure (A/I)
- The ability to be both pro-active and reactive to changing situations (A/I)
- Ability to plan and deliver high quality support sessions (A/I)
- Excellent communication skills (A/I)
- Ability to prioritise tasks according to need (A/I)
- Excellent time management skills (A/I)

##### Desirable Criteria:

- Excellent organisational and administrative skills

#### Personal Qualities

##### Essential Criteria:

- Confident, calm, resilient, empathetic (A/I)

#### Mandatory Requirement

##### Essential Criteria

- Commitment to safeguarding and promoting the welfare of children and adults (I)
- Responsibility for promoting equality of opportunity and access to all, irrespective of age, background, race, gender, religion, ability, disability or sexuality (I)

Reviewed: October 2023

# OUR VALUES ARE WHAT MAKE US, US!

**VISION:** To be an exceptional College

**MISSION:** To shape futures by delivering world-class education and training for our city and region

## AMBITION

- We are challenged and encouraged to push boundaries to enable us to realise our ambitions
- We are brave and take decisions that transform lives and foster achievement for all
- We are agile, future-focused and embrace digital technology and learning
- We believe in impact; we are passionate about our community and environment and continue to make big changes in order to play our part in creating a sustainable city and College

## COLLABORATION

- We collaborate with others to ensure we grow, thrive and initiate brilliance
- We are bold and innovative; we listen to and learn from others in pursuit of the exceptional
- We care about place; we collaborate with others to ensure success for our community that has national impact
- We believe that we are stronger together and actively seek out partnerships that make a difference and help us enrich our College

## ENERGY

- Our expertise, passion and actions energise and enthuse those around us
- We care and support our people and our community. We believe that we excel when we are empowered, engaged and enjoy our time at College
- We are curious; we focus on solutions, not problems
- We are proud of our achievements and actively seek out opportunities to celebrate these and set ourselves our next challenge.