



## **JOB DESCRIPTION**

<b>POSITION TITLE:</b>	Learning Mentor (SEN)
<b>LOCATION:</b>	Devon
<b>FUNCTION:</b>	ROC College
<b>ACCOUNTABLE TO:</b>	Education Manager
<b>ACCOUNTABLE FOR:</b>	Supporting and mentoring individuals within ROC College
<b>HOURS:</b>	37.5 hours (term time only for Devon) 32.5 hours (term time only for Cornwall)
<b>SALARY:</b>	£19,222.50 per annum term time only

### **Overall Responsibilities:**

- To deliver personalised learner support to students between the ages of 16 and 25 with Special Educational Needs and Disabilities.
- Mentor students to complete bespoke education packages; mainly on a 1:1 ratio and on occasion delivering to small groups.
- Lone working with individuals within the community to fulfil their learning outcomes.
- Oversee and carry out education programmes in line with ROC college's ethos of high expectations.
- To be responsible for the effective administration of record keeping systems.

## Key Responsibilities:

1. To develop and deliver personalised teaching and learning services to students with Special Educational Needs and Disabilities between the ages of 16 – 25; funded by the Education Funding Agency.
2. To enable service students to lead an independent lifestyle as is compatible with their needs and in accordance with their aspirations.
3. Using Person Centred Planning; develop and maintain support based on the identified needs and individual aspirations of the students.
4. To ensure people make use of opportunities in the community for a meaningful and independent life to maximise their full potential.
5. To work to ensure compliance with Ofsted requirements.
6. To work towards all service objectives as guided by the Head Teacher and Education Manager.
7. To have active involvement in devising and assessing potential areas of risk. To be familiar with students' risk assessments and to communicate any changes that need to be considered.
8. To adopt a consistent approach to the management of behaviours that challenge ensuring that de-escalation techniques are adopted as agreed.
9. Implement and have awareness of effective approaches to diffuse and de-escalate aggressive behaviour and to participate in team de-briefing as appropriate.
10. To support individuals on matters relating to finance, good housekeeping, health, neighbours, safety, security, public transport and daily work and leisure activities and ensure that this is done in a way that respects dignity, privacy and choice.
11. To respond flexibly to emergencies; this may involve arranging appropriate assistance or attending to problems **out of hours??**
12. To complete all mandatory training and attend inset days for training and CPD opportunities as directed by the Head Teacher.
13. To consider innovative learning experiences for students, and utilise appropriate facilities within the community.

14. Attend team meetings to ensure participation in forward planning and continuity of Services Quality Standards.
15. Attend supervision regularly. To attend group supervision in line with expectations for each student you work with.
16. All learner support staff will be expected to report to their base between 9am-4.30pm and disseminate to shifts from there unless guided otherwise by management.
17. To comply with United Responses policies and procedures. To ensure that you are familiar and working within United Responses policies and procedures. To ensure that you have understood the United Responses equal opportunities policy and to ensure that duties are carried out within the policy and best practice.
18. Participate in a bespoke training programme to confidently manage behaviours that challenge and to recognise precipitating factors that can contribute to escalating behaviours. This will ensure that a member of the team is able to respond to working across United Responses services as required.
19. To support individuals with personal care needs and participate in training programmes relating to specific health needs/conditions.
20. To work to achieve the education and personal and social development targets outlined in the students I.L.P (EHCP??) to communicate progress and achievements to managers.
21. To have input with and deliver lesson plans, specific to the needs of the individual. Preparation time at a United Response office will be available at the end of your shift each day as determined by your line manager.
22. To complete and produce any Quality Assurance documentation requested by the management. This will be required to be completed at the end of each teaching day at an assigned United Response office. This work is essential and will form part of your weekly contract.
23. To embed Maths and English within your teaching sessions.
24. To report any incident through a written report within 24 hours of the incident occurring. To make a manager on duty aware of any such incidents as soon as de-escalation has taken place.
25. You will be expected and contracted to work for 38 weeks of each academic year. Mentoring times may vary within the day but will include 1 hour at the end of the day where Quality Assurance expectations will be completed. In addition you will be expected to attend 10 days of inset training for CPD and training. All annual leave will be taken in non-term times and the

weeks of annual leave will be allocated by the Head of College prior to the academic year commencing. You will be contracted for 46.6 weeks per year.

26. To provide a high level of engagement, care and support throughout all teaching sessions in the home, community or in day opportunities.
27. To be motivated and have high expectations of students.
28. To engage and promote the importance of 'learner voice' and to communicate and advocate for students as required.
29. **Safeguarding:** To be responsible for promoting and safeguarding the welfare of pupils and for raising any concerns in line with ROC procedures.
30. **Equality and Diversity:** To be responsible for promoting equality and diversity in line with School policies and procedures.
31. **Health and Safety:** To be responsible for following health and safety requirements in line with school policies and procedures.
32. **Training and development:** To participate proactively in training and development including qualification development required in the job role.
33. **GDPR – Data Protection:** To be responsible for following GDPR requirements in line with School policies and procedures.
34. **Other responsibilities:** To carry out any other reasonable duties as directed by the responsible Head Teacher or Line Manager.

## Person Specification

### Job Title: Learning Mentor

Criteria	ESSENTIAL	DESIRABLE	Method of assessment
<b>Qualifications</b>	<p>English and Maths or similar at GCSE grade A-C or equivalent.</p> <p>Commitment to continuous Professional development.</p>	<p>Further education in subjects relevant to the requirements of the post.</p> <p>Proficient in MS Office and relevant applications.</p> <p>AET (Level 3)</p>	Application form/certificates.
<b>Training</b>		<p>First Aid Health &amp; Safety Safeguarding The management of behaviours that challenge Autism Epilepsy Administering Meds MCA and DoLS</p> <p>Further training relevant to the requirements of the post.</p>	Application form/certificates.
<b>Work Experience</b>	<p>Experience of supporting/enabling individuals with Special Educational Needs and Disabilities.</p> <p>Working as part of a team.</p> <p>Confident to work un-supervised.</p> <p>Experience of working with people with behavioural or health</p>	<p>Experience of supporting/enabling individuals with a learning disability in a teaching and learning environment, according to individual needs.</p> <p>Previous experience of person-centred planning</p> <p>Experience of working with a variety of Total Communication approaches.</p>	Application form/interview / references

	<p>complex needs.</p> <p>Experience in working towards ILP targets</p>	<p>Experience of working with people who have an acquired brain injury.</p> <p>Experience of supporting students to complete Duke of Edinburgh Awards or similar.</p>	
<b>Skills/ Knowledge/ Abilities</b>	<p>Effective interpersonal/communication skills verbal and written</p>	<p>Has effectively communicated with students with a learning disability</p>	<p>Application form/ interview/ references</p>
<b>Communication &amp; relationships</b>	<p>Ability to adapt approach to meet the needs of the recipient.</p> <p>Ability to communicate with students, employees at all levels and external agencies as required regarding routine matters.</p>	<p>Experience of building effective relationships internally and externally to an organisation.</p> <p>Ability to produce coherent and accurate written reports.</p>	<p>Application form/ interview/ references</p>
<b>Decision making &amp; initiative</b>	<p>Ability to work effectively as part of a team and under supervision</p> <p>Ability to organise daily activities/routines and undertake work safely on own initiative</p> <p>Ability to undertake lone working</p> <p>Ability to access agreed procedures and guidelines to inform decisions.</p>	<p>Creative approaches to problem solving.</p> <p>Experience of lone working with low/medium risk students.</p> <p>Experience of maintaining health and safety standards undertaking basic risk assessments.</p>	<p>Application form/ interview / references</p>
<b>Planning</b>	<p>Ability to assist with the planning of daily activities and lessons.</p>	<p>Awareness of statutory/regulatory/legal requirements.</p>	<p>Application form/ interview/ references</p>

	Ability to monitor service user progression towards qualification goals.		
<b>Support skills</b>	<p>Ability to work effectively with students on a daily routine basis including assisting with personal care and using simple equipment as required.</p> <p>Ability to support/enable students in accordance with individual needs.</p> <p>Ability to work independently with students who have a range of challenging behaviours and health needs.</p>	<p>Awareness of relevant legislation e.g. Mental Capacity Act and Valuing People</p> <p>Awareness of confidentiality, Data Protection, GDPR</p> <p>Knowledge of health conditions e.g. epilepsy, autism</p> <p>Safeguarding knowledge</p>	Application form/ interview/ references
<b>Financial responsibility</b>	Ability to provide limited assistance to service users as required e.g. with shopping tasks including risk assessment processes.		Application form/ interview/ references
<b>Supervisory/ influence responsibility</b>	Support and enable students in accordance with their needs and person centered plan.	Ability to supervise more junior staff on occasions as directed by the line manager	Application form/ Interview/ references