

JOB DESCRIPTION

Post Title: Learning Mentor

Salary Range: £22,011 – £22,307 pro rata, per annum
(Support Scale 4, Points 11 – 12)

£12,003.66- £12,165.08 per annum - Salary estimation based on 25 hours per week, Term Time Only: 36 weeks per year

Contract: Permanent/Part Time/Term Time Only

Reference: MN11308

PROTECTION OF CHILDREN AND YOUNG PERSONS (THE CHILDREN'S ACT 1989)

Any offers of appointment will be subject to a Disclosure and Barring Service (DBS) check (formerly CRB), a certificate of good conduct if applicable, plus receipt of satisfactory 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 and Health 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 and Disability 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 SEND. The role of the Learning Mentor is to ensure that all our students



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

The Learning Mentor's time will be spent with identified students in the classroom/workshop/practical at Level 1 and on a mentoring basis with students at higher levels of study where the student has an EHCP. There will be a requirement to undertake administrative tasks relating to recording student progress and supporting student retention and achievement.

DUTIES AND RESPONSIBILITIES

- To provide support in-class, or mentoring support outside the classroom as directed by the SEN Team Leader.
- To assist the class lecturer with the preparation of materials or activities for named student's use.
- To actively promote and support independent learning.
- To be a key worker for a number of designated students who have EHCPs and support the SEN Team Leader in the EHCP annual review process.
- To work closely with the personal tutor/Personal Learning Adviser to ensure that individual student targets are being monitored and reviewed.
- 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.
- To act as a trouble-shooter and work with the students to ensure they meet deadlines and catch-up on any missed work.
- To attend Academy and Inclusion Team meetings.
- To undertake training and development as required. This will include College core training and the departmental mandatory Team Teach training.
- To accompany and support students during work experience placements, and/or trips, if appropriate.
- Work collaboratively with College staff to produce Individual Risk Assessment, Personal Emergency Evacuation Plans, and Medical Protocols and support the completion of exam access arrangements.
- 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.

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 25 hours per week.

PLACE OF WORK

The principal place of work will be the College's premises based at our Warwick Trident 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 on-site gyms at most colleges.

- Discounted part time and professional courses.
- Cycle to work scheme.
- Discounted hair & beauty treatments in our college salons.
- Pension schemes.
- 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 the HR department when making your application.

Attainments		How Measured	
		Application	Interview
Essential	Demonstrate English and Maths skills equivalent to level 2.	✓	
	Working knowledge of information technology such as e-mail, the internet and other software applications.	✓	
	Previous experience of supporting young people with a learning difficulty and/or disability.	✓	✓
Desirable	GCSE Grade C or above in English and Mathematics, or Level 2 equivalent qualification.	✓	
	A qualification relevant to Specific Learning Difficulties.	✓	
	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.		✓
	Be flexible and very responsive in approach to teaching styles and methods.		✓
	Be able to respond effectively to the student's individual needs.		✓
	To undertake staff training as applicable and including mandatory Team Teach training.		✓
	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.	✓	✓
Desirable	A knowledge of Educational Health and Care Plans and the SEND Code of Practice (2014).		✓

Applications should apply by sending a copy of their CV to jobs@wcg.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.