

Human Resources

Job Description

Position details:

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| Job Title: | Hourly Paid Learning Mentor |
| Department: | Inclusive Support |
| Pay Scale: | N/A |
| Salary: | £8.60 per hour |
| Status: | Pool |
| Working Hours: | As and when required |

Overview of Job:

To provide cross-college support to students who have a wide variety of additional support needs.

To provide support for tutors teaching students with additional support needs both cross college and within the SLDD provision.

Key Responsibilities and Accountabilities:

- To provide support, under the direction of a tutor, to individuals or groups of students, and to provide assistance with the teaching of a range of activities, in varied curriculum areas.
- To assist in the preparation of equipment and materials for learning, practical work, demonstrations and exhibitions.
- To supervise students during non-teaching times where appropriate.
- To support students with personal care / assistance.
- To attend relevant, appropriate professional development as and when required.
- To comply with all college policies and procedures.
- To work with the Line Manager to identify training needs and actively seek out relevant training and development opportunities in liaison with the Head of Professional Development.
- To attend internal and external meetings as and when required.
- To complete related paperwork and administration tasks.
- To escort injured / sick people to hospital or home by taxi.
- To support Physical and Medical needs of the students.
- Any other duties commensurate to the grade of post.

Mandatory Requirements:

- **Other Duties** – To carry out any other duties which may be reasonably determined from time to time and during peak times by the Corporation or Line Manager.
- **Commitment to Safeguarding** - Safeguard the wellbeing of students, including responsibility for reporting concerns to the College Safeguarding Team.
- **Commitment to the Prevent Duty** – To prevent students and staff from being drawn into terrorism, including responsibility for reporting concerns to the College Safeguarding Team.
- **Disclose & Barring Service (DBS) Check** - All staff will be required to have an enhanced DBS check, formally known as CRB check.
- **Commitment to Equality and Diversity** - To comply with the requirements of the College's Equality & Diversity Policy and to promote Equality & Diversity in all activities, including responsibility for reporting concerns to the College's E&D Operational Group.
- **General Data Protection Regulations (GDPR)** – To comply with GDPR legislation and requirements.
- **Health and Safety** - To comply with the requirements of the Health and Safety at Work Act 1974. To fulfil your duties in accordance with College Health & Safety policy and procedures.
- **Continued Professional Development (CPD)** – To be committed to their own continuous professional development.
- **Code of Conduct** – Demonstrate at all times a commitment to the College's values and Code of Conduct.

| Attribute | Criteria | Essential / Desirable |
|----------------------|---|-----------------------|
| Core Competences | To understand various support needs amongst students and utilise appropriate support mechanisms to assist them in their academic studies. | Essential |
| | To be vigilant where equality & diversity and safeguarding are concerned. | Essential |
| | To be able to effectively and professionally communicate with tutors and students alike. | Essential |
| Experience | Working with Students/Young people (14+) who have a range of additional support needs. | Essential |
| | Working in an educational or training setting. | Essential |
| Skills and Abilities | To work as part of a team. | Essential |
| | To work flexibly and without direct supervision. | Essential |
| | Computer literate. | Essential |
| | Must be able to recognise discrimination and be able to demonstrate an awareness of equal opportunities. | Desirable |
| Qualifications | Minimum of Level 2 Math and English. | Essential |
| | Minimum of 3 GCSEs, at grade C or above. Equivalent level qualification will also be accepted. | Essential |
| | NVQ Level 3 classroom assistant or BTEC in Classroom Support Assistants qualification or willingness to achieve within an agreed timescale. | Essential |
| | IT qualification. | Desirable |