

JOB DESCRIPTION

JOB TITLE: Learning Mentor

DEPARTMENT: Additional Learning Support

OVERALL PURPOSE OF JOB:

To work in a cross-college role to support the retention and success of students on Further Education courses.

Riseholme College is part of Bishop Burton College and the postholder may be required to carry out duties at both campuses.

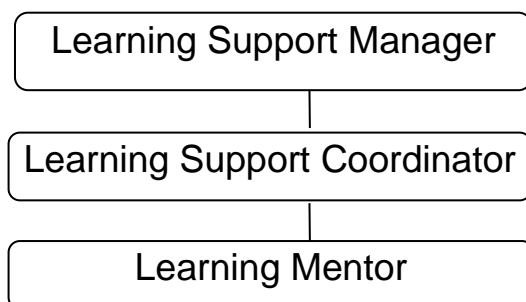
The following list of duties and responsibilities is not meant to be exclusive. It should be taken as an indicator of the type and level of activity expected of this post. The list does not represent either priorities or frequency of tasks and should be regularly updated by the post holder in consultation with and agreement of their line manager.

MAIN DUTIES & RESPONSIBILITIES:

1. To assist on a one-to-one basis, with small groups or whole group within the learning context as directed by the teaching staff.
2. To assist with the attainment of individual learning goals
3. To work with individual students to develop their assignments completion skills and adherence to targets.
4. Attend team meetings as directed by the Learning Support Coordinator.
5. To source or adapt resources in order to support the needs of individual students.
6. Supervise students temporarily if member of teaching staff is called away in the case of an emergency.
7. Invigilate for exams as required.
8. Complete student records in accordance with College procedures
9. Monitor and track student achievement and produce accurate and timely reports as directed.
10. To liaise effectively with lecturers and managers to provide continuous improvement.
11. Take part in all staff College events such as Lambing Sunday and Open Farm Sunday.

The College is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment. **All staff** are in a position of trust and therefore have a responsibility to promote and safeguard the welfare of children, young people and vulnerable adults in accordance with the nature of this post. A Disclosure & Barring Service check is carried out for all relevant appointments.

POSITION IN COLLEGE



PERSON SPECIFICATION

	Essential	Desirable	Method of Assessment
Qualifications / Training			
<ul style="list-style-type: none"> GCSE grade C or equivalent in Maths & English Educated to degree level 	✓	✓	Application Interview
Experience			
<ul style="list-style-type: none"> Supporting students in a Further Education environment Contribute to the creation and implementation of Individual Learning Plans. Recording of data related to students 	✓	✓ ✓	Application Certificates
Skills / Special Knowledge			
<ul style="list-style-type: none"> Child Protection Issues Target Setting Able to form and maintain appropriate relationships and personal boundaries with young people. Knowledge of specific Learning Disabilities and other barriers to learning. Computer literate Good Communication skills To have proven ability in working with students with a range of abilities and needs. To be able to work independently To have experience in supporting in a range of vocational areas. 	✓ ✓ ✓ ✓ ✓ ✓ ✓	✓ ✓	Interview References
Disposition			
<ul style="list-style-type: none"> Friendly and outgoing nature Team player Willingness to contribute to the welfare needs of students. Motivation to work with children and young people Emotional resilience in working with challenging behaviours and appropriate attitudes to use of authority and maintaining discipline 	✓ ✓ ✓ ✓	✓	Interview References
Other			
<ul style="list-style-type: none"> Fit for the duties of the post DBS check carried out on appointment 	✓ ✓		Medical Report DBS application

			made by College for successful candidate
Special Interests			
<ul style="list-style-type: none"> Impact of barriers to learning on achievement and retention. 			Interview