



Information for Applicants



Introduction

Application for the Post of: **Learning Support Mentor**

Thank you for your enquiry concerning the above post. I hope you find the following information of interest, and that you are encouraged to apply. Please note the closing date for received applications is **9a.m. Friday 15 January 2021.**

Included below is an outline job description and a person specification and some information about the department.

You will also find on our website a link to the following forms which need to be completed and returned to the Personnel Department at the address given on the forms:

Application Form (please do not replace with your CV)

Criminal Record Declaration Form

Equal Opportunities Policy and Form

The College is committed to safeguarding children and vulnerable adults. The successful applicant will be required to disclose any criminal convictions and agree to a check being made through the Disclosure and Barring Service. Please note that any eventual offer of employment will be made provisional subject to receipt of satisfactory DBS, health and reference checks.

I would like to take this opportunity to thank you for the interest that you have shown in this post. If you have not heard from us within four weeks of the closing date, your application will have been unsuccessful on this occasion.

Yours sincerely

Jenny Anderson
Personnel Manager

Working at Wyke

Wyke is a successful and highly ambitious Sixth Form College whose aim is to be the best college in the country. We are an established, popular College with an outstanding reputation in the locality. The college draws students from Kingston-Upon-Hull, East Riding of Yorkshire, and further afield. The largest and one of the most successful A-level provider in the area, we offer applicants the opportunity to work alongside committed colleagues who have enabled our students to achieve high levels of success. At Wyke we put the student first and all decisions centre around staff working together to meet their best interests.

We currently have over 2150 students and around 200 members of staff. We offer a wide range of A-level courses as well as some highly successful BTEC courses, both those equivalent to one, two and three A-levels, and a small number of GCSEs.

Each A-level, GCSE or BTEC is allocated 4 x 70 minute lessons and a full time teacher will teach 5 of these 'blocks'. The teaching day begins at 9a.m. and finishes at 4p.m. On some mornings full staff or faculty briefings are held at 8.45a.m. to keep staff up to date with what is happening around the college and allow a time for them to catch up with each other.

We have an excellent team of staff and their continuing professional development is a priority at Wyke. The approach for this is being revised for the 2019/20 academic so that members of staff fall into one of a number of development strands e.g. 'Aspiring Leaders', 'Lead Learners', 'Pastoral', 'Administrative'. Some development activities take place on one of the four Development Days spread across the year while other sessions are during afternoon workshops or independent activity which happens whenever is convenient for the staff members involved. Our plan is that every member of staff will have an entitlement to a significant amount of development every year and we also offer a system for people to log that development, including any activities undertaken independently.

We offer a welcoming college with supportive management and a strong team atmosphere as well as a modern environment. We are lucky to work with great students who are here to learn and have chosen their subjects so standards of behaviour are high.

Teachers are members of the Teachers' Pension Scheme and support staff the Local Government Pension Scheme unless they opt out. Our teaching pay scale is very similar to the school scale, with Responsibility Allowances performing a similar function to TLRs. We also have a Cycle to Work Scheme.



Additional Learning Support at Wyke Sixth Form College

The Additional Learning Support team primarily provides support to students with Education, Health and Care Plans, those with disabilities and students with learning difficulties. However, our support offer applies to all students and is therefore available to any student who needs or wants to access it! The team are based in the Student Support Hub in the Oak building, though our work may vary across the college site from supporting students in class to working in the Library.

We encourage self-referrals from students, but students may also be referred by their subject teachers or the Tutor team. We offer 1:1 support sessions as well as small group support. We also deliver a rolling program of academic study skills at lunch times which are available to all on a drop-in basis.

In recent years the department has supported students with a variety of disabilities, including; those with physical disabilities, health conditions, hearing impaired students, visually impaired students and those on the autistic spectrum, as well as many students with dyslexia and dyspraxia.

The department can offer; the loan of physical resources/assistive technology according to need; assistance with time management, essay-writing, exam preparation; note-takers for lessons, escorts and personal care for disabled students where required. The team also deliver small group work to Foundation Year students who are completing GCSE qualifications in Maths and English and we also offer support to students for whom English is an additional language.

Our overall aim is to work imaginatively and creatively to meet the support needs of all students in order to facilitate their success and support them to reach their potential.

Job Description

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| Job Title : | Learning Support Mentor |
| Postholder's name: | |
| Reporting to : | Head of Additional Learning Support |
| Overall Purpose: | <p>You will support students under your care, providing help with a range of learning, financial, social and emotional issues which may be of significance to the progress of the student. This involves helping students to solve problems and make the most of their learning opportunities. You will also provide help with practical issues and queries and issue appropriate documentation.</p> <p>As directed by the Head of ALS you play an important role in meeting the special needs of students with specific learning difficulties and disabilities at appropriate times during their programme of study. You will understand learning processes, and have the ability to relate flexibly and sensitively to students in your care.</p> |
| Policy and Procedure: | Inherent in this job description is an expectation that you will observe and implement the agreed policies and procedures of the College, including Health and Safety, appraisal and promoting equality of opportunity. |
| | |
| Key Duties | <p>You will:</p> <ul style="list-style-type: none"> • Provide help to students to promote success in their studies, under the direction of teaching and tutoring staff as appropriate. • Support students identified by tutors and teachers to discuss their progress, ways in which it may be assisted and any problems that might be impeding it, or additional activities that could enhance it. Report back as appropriate. • Liaise with other staff in the College to help secure particular types of assistance, making referrals where necessary. This applies particularly to the College Counsellor, careers staff, teaching staff, tutors, and senior staff as needed. • Maintain a record of the work done with students, liaising with administrative staff in the maintenance of effective records of student progress to evidence the impact that the area is having on student success. • Provide a 'helpdesk' style service on a rota basis to respond to a range of queries. • Be responsible for your own timetable of support to specific students as allocated by the Head of ALS. • Assist the learning of students with learning difficulties or disabilities, liaising with subject teachers and other staff where necessary. • Assist the development of the key skills of students with a particular focus on numeracy and literacy skills. • Assist students with disabilities in their movement around the College and in activities in the classroom. • Assist students with sensory and physical disabilities with their personal care. |

Job Description

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| | <ul style="list-style-type: none"> • Take, compile and promptly present notes in a neat and clearly understandable format for students where appropriate. • Assist these students in their uses of information technologies, which can support their learning. • Help to maintain an effective learning environment in the Student Support Hub. • Occasional off-site support of students on educational visits to theatres/universities, etc may be requested. • Act as a college first aider. |
| Library Cover | <ul style="list-style-type: none"> • Assist students (individual and groups) with enquiries and maintain an environment where there is good behaviour and it is conducive to study. • Support the library staff in maintaining good discipline in the library as a quiet area for study with regular patrolling. • Issue and return library materials. |
| Other Duties | This job description is a guide to the major responsibilities of the post holder. Other duties may be added at the reasonable request of the Principal and the job description itself may be revised from time to time (after discussion with the Principal) as the needs of the College change. |
| Location : | Wyke College, Bricknell Avenue, Hull HU5 4NT |
| Remuneration : Hours: | Sixth Form Colleges Support Staff scale point 3: £17,830 pro rata (actual from £7,596) 19hrs, term time only |



Personal Specification

| | Essential | Desirable |
|------------------------------------|--|---|
| Qualifications and training | Educated to Level 3 (A-levels or equivalent) | Success in level 3 qualifications illustrating breadth of education and ability to support others to work at that level |
| | Qualified sufficiently well in English and Maths to enable support to be given to students in these areas. | |
| | | Qualification in supporting students for whom English is not their first language (e.g. TEFL, ESOL) |
| Knowledge and experience | Experience of working successfully with young people to encourage progression. | Understanding of assessment processes. |
| | Proven record of reliability and trust in work/ study relationships. | Experience of working with 16-19 year olds or similar age group. |
| | | Experience is supporting students for whom English is not their first language |
| Skills and abilities | Commitment to student centred guidance: ability to work with students on a one to one and small group basis and to promote their learning through thoughtful guidance. | Understanding of the idea of personalised learning. |
| | Self-motivated and proactive in the pursuit of raising and maintaining high standards. | Record of raising standards in previous employment / experience. |
| | Excellent team worker as well as a self-starter | |
| | Excellent communication skills. | |
| | The ability to work calmly with students and parents in a range of situations to support student success | |
| | Excellent time management and organisational skills to ensure deadlines and objectives are met. | |
| | Good IT skills. | |
| | Able to respond to information from a range of inputs (e.g. IT systems, Tutor team, teachers) in generating an overview of necessary actions to take in supporting students. | |
| Other qualities | Willingness to undertake appropriate staff development. | Awareness of Safeguarding, Health and safety issues and equality requirements. |

Further Information Contact

Wyke Sixth Form College

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Hull

HU5 4NT

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#WeAreWyke



@wykesfc



@WykeSixthFormCollege



@WykeCollege



Wyke TV