

JOB DESCRIPTION

TITLE: Learning Mentor

GRADE: Scale 4

RESPONSIBLE TO: Senior Curriculum Manager / Deputy Group Curriculum Director

PURPOSE OF JOB:

- To work as part of a team supporting learners who have additional learning needs mainly within our 14-16 provision.

MAIN TASKS AND RESPONSIBILITIES:

1. In common with all other staff:

- 1.1 To support the College's mission, vision, values and strategic objectives.
- 1.2 To implement the College's Equality and Diversity policies and to work actively to overcome discrimination on grounds of all protected characteristics; sex, race, religion/belief, disability, sexual orientation, age, pregnancy/maternity, gender reassignment status, marriage/civil partnership status.
- 1.3 To take responsibility for one's own professional development and participate in relevant internal and external activities.
- 1.4 To implement the College's safeguarding policies and practices.
- 1.5 To implement your health and safety responsibility in line with the College's Health and Safety policy.
- 1.6 To contribute to the College's commitment to continuous improvement as identified in the College's quality assurance systems.
- 1.7 To ensure that data is handled in line with the General Data Protection Regulations.

2. In common with all other staff:

- 2.1 To participate in College-wide projects and tasks.
- 2.2 To work in other support services areas to meet the specific needs of workload peaks.
- 2.3 Such other duties of a similar nature commensurate with the grade as may be required from time to time. This may/will require working in other campuses of the College.

3. Particular to the Post:

To facilitate learning in a number of ways which may include:

- 3.1 Supporting students in classroom, workshop environments and one to one. To undertake reading, scribing, IT support, personal care and the preparation and adaptation of learning materials as appropriate to individual student needs.
- 3.2 Supporting students with additional learning needs, to maintain learner support records, including annual reviews, and plans to track and monitor learner progress;
- 3.3 Escorting students who are required to undertake college based tasks 'off site' so they may be supported in their activities;
- 3.4 Being flexible about supporting students outside of timetabled hours when required; such as invigilating exams, supervising breaks where there has been challenging behaviour, going on trips with learners with potential mobility issues.
- 3.5 Participating as a member of the 14-16 team and working with the curriculum team in the planning and delivery of support;
- 3.6 Liaise with programme tutors and 14-16 teachers to monitor support in curriculum areas. Maintain records and provide summary reports for curriculum managers.
- 3.7 Liaise with tutors and Programme Administrators to ensure continuity of support services e.g. transport.
- 3.8 Undertaking an active role in the interviewing, assessment and guidance process;

- 3.9 Support the team in the management of challenging behaviour;
- 3.10 Support students with mobility difficulties to facilitate access to the college environment.
- 3.11 Participate in special exams Access arrangements.
- 3.12 Provide advice and guidance to teachers and curriculum teams regarding additional learning support issues eg Disability Discrimination Act.
- 3.13 To support when a teacher is off sick and cover cannot be provided; this is not to teach or cover classes, but may include phoning learners to cancel a class, taking a register and handing out if a class cannot be cancelled, taking in work and explaining work to learners on a one to one or small group basis.

4. Person Specification:

- 4.1 Level 2 or above qualification in English and Maths and good IT skills
- 4.2 Experienced and qualified in, or willing to obtain qualifications, in learner support and/or teaching literacy or numeracy
- 4.3 A knowledge and understanding of good practice of supporting learners with additional learning needs;
- 4.4 Experience of supporting learners in a flexible learning environment;
- 4.5 Ability to work collaboratively with colleagues as a member of the 14-16 Provision and other teams as appropriate;
- 4.6 Good communication skills and an ability to use initiative in prioritising and organising work;
- 4.7 Ability to follow appropriate administrative systems;
- 4.8 Awareness of Health and Safety issues in the care and supervision of people with learning difficulties and/or disabilities;
- 4.9 An understanding and commitment to equal opportunities and practical ideas for their implementation.

Additional Information:

This job description will be regularly reviewed to ensure that it is an active description of the responsibilities and duties of the individual post holder and that these responsibilities and duties consistently match the needs of the College.