

LEARNING MENTOR

Sir John Deane's Sixth Form College (Northwich)

Band 3

SCP 8 – SCP 10

Job Description & Person Specification

Job Description

Reporting to

Inclusion Manager

Purpose of the role

To act as a Learning Mentor to a named student, providing support as detailed in their Education and Health Care Plan. This involves delivering support strategies which will assist the students learning and social needs and their academic studies. The role will also include providing learning support to all students, for example with effective revision strategies, time management and essay planning.

The learning mentor will support the wellbeing of students by delivering support strategies which will equip students with the necessary skills to become independent learners and achieve their potential.

Main responsibilities

1. To provide learning support for students in class and one to one situations
2. To develop knowledge of the needs of the students and seek advice as appropriate.
3. To work with the subject teachers, parents, progress mentor and the Inclusion Manager regarding the needs of the student, including adaptations, materials and direct support are incorporated into lessons.
4. To liaise with student's teachers, parents, progress mentors and the Inclusion Manager etc. regarding the needs of the student, including adaptations, materials and direct support are incorporated into lessons.
5. Support the student in participating in teaching activities and any follow-up tasks e.g. group activities and homework
6. Take notes where required and prepare these in a way that enables the information to be accessed by the student.

7. To assist the Inclusion Manager with monitoring achievement of the student, through the review process. Providing regular feedback about the students' progress and any difficulties
8. To deliver and implement effective study support programs to all students on an individual/group basis, via mentoring sessions and to signpost where relevant.
9. To promote British values of democracy, the rule of law, individual liberty and mutual respect for and tolerance of those with different faiths and beliefs for those without faith.
10. To carry out such other duties, as the job develops, as may be reasonably required by the principal in accordance with the College's flexible approach to the efficient delivery of a quality support service.

Other tasks that could be required:

1. To support the team and the Inclusion Manager in the general day-to-day running of the Learning Support department, such as filing, keeping folders in order and general administration duties etc.
2. To deliver and implement effective study support programs to students on an individual/group basis, via mentoring and monitoring sessions and to signpost where relevant
3. To assist with the transition of students with a variety of additional needs, possibly including liaising with outside agencies, arranging transition visits and attending transition meetings as required
4. To help/assist with the initial assessment of study skills including using programs that help to identify learning styles, in addition to the initial stages of access arrangement assessments
5. To assist student's general mobility
6. To act as a practical assistant, where necessary
7. To act as a scribe/reader/invigilator etc. for coursework/ in exams, as necessary
8. To support students who are being assisted by the College's fitness to study program
9. To promote and take part in whole College celebration and promotional events including equality and diversity, health and wellbeing and study support workshops.

The post holder will be expected to undergo such training as may be reasonably required from time to time by College Management, to participate in whole-College and departmental training events and briefing sessions as appropriate, and to use such equipment and technological aids as are made available to him/her to ensure the timely and accurate execution of his/her duties.

The post holder will also be expected to assist in ensuring the health, safety and wellbeing of students.

The post-holder will be required to implement, in the execution of all tasks allocated to him/her, such health and safety and child protection procedures as are specified by college management, and to seek to achieve such service standards as may be reasonably laid down from time to time by college management.

Person Specification

	Desirable	Essential
Qualifications		
Educated to at least A Level standard or equivalent		✓
Competence in the use of IT		✓
First Aid qualification	✓	
Teaching Assistant Qualification	✓	
Experience		
Previous experience in a similar role	✓	
Experience of work with students who are blind or have visual impairments	✓	
Experience of working with students with a wide range of additional support needs, particularly those students with Autistic Spectrum Condition and Disabilities.	✓	
Skills and Knowledge		
Ability to relate well to young people of this age range		✓
Clear verbal and written communications		✓
Ability to work cooperatively with colleagues		✓
Good organizational skills		✓
Interest in current developments in additional support, particularly in the area of Autistic Spectrum Disorders	✓	
Interpersonal Skills / Personal Qualities		
Patience and tolerance		✓
Resilience and flexibility		✓
Awareness of the need for confidentiality and an awareness of the sensitivity necessary for support of students with additional support requirements		✓
Commitment to the ethos of the College		✓
Willingness to undertake relevant training		✓
Ability to work in a team and under own initiative		✓
Comfortable working with young people and passionate about supporting their journey		✓
Adaptable to changing situations		✓
Commitment to Safeguarding and Equality		✓
Approachable		✓
Punctual and Reliable		✓
Commitment to getting the best outcomes for students and promoting the ethos and values of the college		✓