

Learning Mentor

Job Description



Area	: Quality
Salary	: £21,411 to £22,556 per annum pro rata
Hours of Work (F/t or P/t)	: Full-time, part year working 38 weeks per year
Line Manager	: Participation and Learner Services Manager
Responsibility for	<ul style="list-style-type: none">: Underpinning the learner journey with appropriate and timely support and to fill skills and knowledge gaps, to mitigate the disruption to learning due to COVID-19.: Promoting the welfare of children and young people; <i>and</i>: The marketing and promotion of the provision to employers and other stakeholders.

Main Purpose of Job:

Underpinning the learner journey and provide opportunities for learners to develop resilience, knowledge and skills that lead to success. Ensuring that the learners progress onto further study, apprenticeships or work with confidence and independence.

To provide innovative and engaging one to one or small group support to:

- Ensure learners survive, thrive and progress;
- Monitor and intervene to support learners at risk of underachievement;
- Ensure effective communication and liaison to support learners;
- Setup and run extra -curricular activities;
- Reflect the vision, mission, aims and values of the College; *and*
- Promote a culture of excellence and equality.

Key Duties and Responsibilities:

- (1) Liaise with staff to identify learners who would benefit from mentoring and additional support.
- (2) Discuss and help decide how identified needs will be addressed.
- (3) Implement strategies and support learners in self-esteem and confidence building activities.
- (4) Support learners who are underperforming in their subjects, either on a one-to one basis or a small group setting outside the classroom.
- (5) Listen to learners and help them resolve a range of issues that are creating barriers to their learning.
- (6) Draw up agreed action plans with learners, outlining the aims of the mentoring and monitor their progress.
- (7) Monitor attendance and punctuality of learners.

- (8) Inspire and motivate learners and help to promote positive behaviour.
- (9) Set up and run extra-curricular activities, such as homework clubs and reading clubs during lunchtimes.
- (10) Maintain accurate records and prepare written reports and evaluations in accordance with GDPR requirements.
- (11) Manage your own professional development through undertaking relevant training and sharing best practice with other Learning Mentors.
- (12) Support and reinforce all cross-college policies.

Generic Duties and Responsibilities:

- (13) Promote a culture of innovation, excellence and equality.
- (14) Reflect the vision, mission and values of the College.
- (15) Manage all delegated resources and budgets flexibly and efficiently in accordance with allocation.
- (16) Contribute to the development of and ensure compliance with all College policies, procedures and agreements.
- (17) To actively contribute to the risk management of the College.
- (18) To positively promote and implement the College's strategies on equality, diversity, safeguarding.
- (19) Undertake appropriate staff development activities that support personal development and the changing needs of the College and its environment.
- (20) Be aware of, and responsive to, the changing nature of the College and adopt a flexible and proactive approach to work.
- (21) Undertake such other duties as may reasonably be required commensurate with this grade, at the initial agreed place of work or at other locations in the College catchment area.

This Job Description is current as the date shown. In consultation with the post-holder, it is liable to variation to reflect changes in the job.

Learning Mentor

Person Specification



Cheshire College
South & West

Assessment Method					
Application Form	*Test	Interview and Presentation	Psychometric Testing	Qualification Certificates	References

*Test = Skills Test/Knowledge Test/Micro Teach/Presentation

Education and Qualifications					
<u>Essential</u>					
• Level 2 or equivalent qualification	✓			✓	
• GCSE Grade C (4/5) in English and Maths or equivalent	✓			✓	
• Evidence of relevant continuous professional development	✓	✓			
<u>Desirable</u>					
• Level 3 or equivalent qualification	✓			✓	
• Qualification in learning support	✓			✓	
Skills and Experience					
<u>Essential</u>					
• Experience of working in a similar supportive environment	✓	✓			
• Ability to work with empathy	✓	✓			
• Ability to review support strategies and adapt where appropriate	✓	✓			
• Ability to manage learner behaviour	✓	✓			
• Excellent working knowledge of Safeguarding procedures	✓	✓			
• Ability to keep matters confidential	✓	✓			
• Ability to work effectively with wider staff team	✓	✓			✓
• Ability to carry out administrative duties effectively	✓	✓			
• Ability to produce accurate reports in a timely manner	✓	✓			✓
• Understanding of equality, diversity and inclusion in working and learning environments	✓	✓			
• Ability to promote learning and opportunity for all	✓	✓			
• Excellent digital literacy skills	✓	✓			

<u>Desirable</u>						
• Experience of working in a learning support capacity	✓		✓			
Personal Attributes						
<u>Essential</u>						
• Excellent interpersonal and communication skills	✓		✓			✓
• Excellent organisational skills	✓		✓			✓
• Excellent team-working skills	✓		✓			✓
• Effective influencing skills	✓		✓			
• Ability to communicate effectively			✓			✓
• Ability to prioritise, work under pressure and to meet deadlines			✓			✓
• Ability to use own initiative and work with minimum supervision			✓			✓
<u>Desirable</u>						
• Flexibility to work across different locations			✓			
Other Requirements for Employment						
<u>Essential</u>						
• Enhanced DBS check						

Updated January 2024