

JOB TITLE: Learning support mentor

RESPONSIBLE TO: Inclusion Lead

SALARY: Grade C (point 12-17)

Scope and responsibilities

As a Learning Support Mentor you will, under the guidance of the person leading the learning, undertake scheduled curriculum and/or pastoral care duties that enable learners to access their learning through improving their study skills, developing strategies to overcome their difficulties and fostering independence and self-determination. Through effective communication you will ensure that you are aware of your Curriculum Support responsibilities and allocated intervention strategies.

Key tasks

Your duties will include but will not be limited to:

- Be fully informed of your curriculum and/or pastoral care responsibilities in relation to the student profile for the learners that you support.
- Communicate effectively with all members of the Inclusion team on all intervention, guidance and support matters.
- Undertake scheduled curriculum and/or pastoral support duties to enable learners with learning difficulties and/or disabilities to access their learning including:
 - a) Communicate effectively with curriculum staff in order that you are clear what is required of you in each support session
 - b) Use a range of support methods to provide learners with strategies to overcome their difficulties and progress towards independent learning
 - c) Provide regular feedback to learners curriculum staff including providing information for learners' individual learner plans and reviews
 - d) Contribute to Learning Support target setting
 - e) Undertake formative assessment for Learning Support and feedback to learners and curriculum teams
 - f) Gather learner response to Learner Support

- Provide support for educational visits and work placement
- Establish and maintain effective working relationships with colleagues
- Demonstrate commitment to your own personal and professional development including participation in the appraisal process
- Ensure all work is undertaken in accordance with health and safety rules and policies
- Promote equal opportunities at all times

Other Duties

The post holder may be required to perform duties other than those given in the job description for the post. The particular duties and responsibilities attached to posts may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and would not of themselves justify the re-evaluation of a post. In case, however, where a permanent and substantial change in the duties and responsibilities of the post occurs, then the post would be eligible for re-evaluation.

Safeguarding

This School is committed to safeguarding and promoting the welfare of learners, including children and young people, and expects all staff and volunteers to share this commitment.

PERSON SPECIFICATION:

FACTORS	ESSENTIAL	HOW MEASURED	DESIRABLE	HOW MEASURED
Qualifications & training undertaken	<p>GCSE Maths and English Grade A – C or equivalent Level 2 qualification (test your own skills at www.move-on.org.uk/testyourskills.asp and attach to application) AND/OR to be willing to undertake a programme of study to update.</p> <p>Supporting Adults and Young People in Essential Skills: C&G 9300 OR to be willing to undertake the programme of study.</p>	<p>Application (ensure details are included) Certificates (if attainment date is more than 20 years ago you will be required to undertake an e-assessment) e-assessment (if no formal qualifications)</p> <p>Certificate</p>		
Work experience	<p>Evidence of previous work experience in learning support AND/OR evidence of transferable skills appropriate to the post.</p> <p>A complete employment history including an explanation of gaps</p>	<p>Application (ensure details are included) Reference Interview</p> <p>Application</p>		
Skills/specialist knowledge	<p>Accurate spelling and grammar skills in written communication.</p> <p>Articulate spoken communication skills.</p>	<p>Application/personal statement Interview – writing activity Reference Interview Reference</p>		

Disposition	Approachable Patient Sensitive Professional Reliable	Application Reference Interview		
Additional factors specific to this job	Evidence of work experience that has required: <ul style="list-style-type: none"> • evaluation, review and improvement of own performance 	Application Reference Interview		