

Job title:	14-16 Learning Support and Achievement Mentor
Reports to:	School Partnerships
Business area:	School Partnerships
Responsibility for others:	No

JOB DESCRIPTION

Purpose and context:

Provide classroom support and mentoring to students of compulsory school age taking part in Early College Transfer and part-time College/School link programmes at College.

Assist with the operation and administration of a range of College school liaison projects.

Contribute to the School Partnerships team and maintain standards of excellence in service delivery.

Duties and responsibilities:

The following list is intended to give an indication of the range of duties and responsibilities it does not specify all aspects of the role.

Provide classroom support and mentoring to students of compulsory school age on full-time Early College Transfer and part-time College/School link programmes of study.

Develop and implement measures to improve the self-confidence, motivation, attendance, achievement and reliability of individuals of compulsory school age on College/School link part time programmes of study.

Support the transition of 14-16 students from school to college studies.

Log and report 14-16 learner attendance, retention, achievement and progression of 14-16 students using spreadsheets and online reporting tools for Group, partner schools and LA staff (where applicable).

Liaise closely with partner schools and Group staff to support learner development and progression.

Attend and participate in School Partnership Team meetings and provide reports in relation to the progress and attainment of 14-16 learners and their progression into post-16 destinations.

Deal with enquiries from stakeholders over the telephone, by email and in person.

Participate in and support School Partnership Team activities such as Taster Days, Children's University and other school liaison activities such as careers conventions and school visits.

Personal & Professional Development:

Participate actively in the Group's performance and development review programme and undertake appropriate staff development activities that support personal development and fulfil the corporate objectives and values of the Group. Undertake appropriate learning and development including any academic, vocational and professional updating, and legal compliance training

relevant to the post which fulfils the objectives of the Group. Participate in a minimum of 30 hours (pro rata for part time) per year learning development.

Responsibilities of all employees:

- Undertake a proactive approach to safeguarding and promoting the welfare of all students, ensuring personal compliance with all Group policy and procedure relating to the safeguarding of students.
- Be alert to any indication or allegation of abuse and take appropriate action, as necessary.
- Committed to upholding British Values, celebrating equality and diversity, and maintaining a culture of respect and tolerance.
- Celebrate and value the diversity brought to our workforce by individuals, providing positive role models and an all-inclusive approach.
- Act in accordance with data protection legislation.
- Participate in team meetings and development opportunities as identified.
- Ensure the health and safety of students, staff, and resources within their scope of responsibility.
- Ensure risk assessments are undertaken, updated, and submitted in line with Group policy.
- Undertake appropriate learning and development, to the equivalent of at least 30 hours (pro rata) each year.
- Ensure students receive a positive introduction into College life through involvement in all identified aspects of the enrolment process.

Our Values:

Our values act as the moral compass for our organisation. They encapsulate the way we do things, how we behave and how we make our decisions. These are the values we stand behind -

Respect

We clearly communicate with transparency and integrity and show kindness and passion for the things we do

Inclusion

We create a safe and sustainable environment where all can thrive, enabling creativity and individuality

Ambition

We aspire for excellence, continually growing and looking for opportunities to innovate and develop

Collaboration

We take individual and collective accountability and work together to seize opportunities to continuously improve

This Job Description is intended to provide a guide to the duties and responsibilities of the post and to set in context within which the post holder will operate, duties may vary from time to time without changing the general character of the post. It should not be regarded as a legal document or a set of conditions of service.

An appointment to this post will be subject to an enhanced disclosure from the DBS, Children's Barred List (List 99) check, receipt of at least two satisfactory references, provision of evidence of identification and right to work, evidence of essential qualifications and medical clearance.

Person Specification: 14-16 Learning Support and Achievement Mentor		
NOTE TO APPLICANTS – please ensure you note in your online application form how you meet the criteria below. This is used for shortlisting purposes.	Criteria: Essential Desirable	Assessed: Application Interview Task References
<u>Qualifications and Training:</u> Level 2 Word processing / ECDL / CLAIT or equivalent qualification, and / or equivalent experience, or willingness to study. GCSE grade A* - C / 9 - 4 or equivalent in English GCSE grade A* - C / 9 - 4 or equivalent in Maths Safeguarding Awareness and Prevent training (or to be completed within one month of appointment)	Essential Essential Essential Essential	Application Application Application Application, Interview
<u>Relevant Experience:</u> Working in a busy environment Providing customer service Experience of working in a support and/or educational capacity with children aged 14-16	Essential Essential Desirable	Application, Interview Application, Interview Application, Interview
<u>Skills and Knowledge:</u> The ability to interpret data The ability to input data accurately Excellent communication skills (verbal and written) Good organisational skills The ability to form and maintain appropriate relationships and personal boundaries with all students High level of accuracy The ability to work as part of a team Knowledge of GDPR	Essential Essential Essential Essential Essential Essential Desirable	Interview, Task Interview, Task Application, Interview, Task Interview Interview, References Application, Interview, Task Interview Interview
<u>Additional Factors:</u> Ability to work in a busy office and to tight deadlines Empathetic approach to working with young people Commitment to providing a quality service	Essential Essential Essential	Interview Interview Interview

Adaptable to change Ability to work using own initiative A commitment to the principles of Equality, Diversity & Inclusion	Essential Essential Essential	Interview Interview Interview
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Please note that due to the volumes of interest and applications, we are unable to give individual feedback to applicants where they have not been shortlisted and selected for interview.