
Hartlepool Sixth Form College: Learning Mentor

External Vacancy

Post Ref: 6021. Part Time, 1x 25 hours Permanent. Term Time Only (35 weeks). £18,152.73 - £20,958.51 (dependent on qualifications) per annum, pro rata.

Attractive benefits for this post include the opportunity to join the Local Government Pension Scheme.

The Learning Support Department is seeking to appoint an enthusiastic, experienced and qualified member of staff to provide learning mentor support for students with learning difficulties and/or disabilities, assisting them to overcome their barriers to learning and integrate them into the College environment.

Successful candidates will have a relevant care, learner support or youth qualification at least to NVQ level 2 (or equivalent). You will also be required to hold a relevant level 3 qualification or be willing to work towards. You will have experience of working in a supported environment, or in classroom support and an awareness of responsibilities under disability discrimination legislation and the need for client confidentiality.

You will also have a good standard of verbal and written communication and will work flexibly as part of a team who deliver this service throughout the College. There may be a requirement to work additional hours (up to 37 hours per week).

Applicants should be able to demonstrate, in their personal statement, practical examples of how they fulfil the person specification.

Due to the nature of this post you will be required to undertake an Enhanced Disclosure Check.

To find out more about this great opportunity visit www.sunderlandcollege.ac.uk/vacancies alternatively email vacancies@sunderlandcollege.ac.uk or call 0191 511 6046 to request an application pack.

All applications must be received by 12 noon on Thursday 26 July 2018.

It is anticipated that interviews will take place during the week commencing 06 August 2018.

We are working towards equal opportunities and welcome applications from all sections of the community. We are committed to PREVENT and safeguarding the welfare of children and vulnerable adults.

Job Description

(This is a description of the job as it is as present constituted. It may be necessary, from time to time, to update job descriptions to ensure that they relate to the job as then being performed. Therefore, management reserve the right to make changes to your job description, commensurate with your grade/level in the organisation, after consultation with you).

Post Title	Learning Mentor
Post Reference:	6021
Reports to	Learning Support Co-ordinator
Department	Learning Support Department
Grade	013 – 018 (qualification bar at point 013)
Contract	Permanent 25 hrs, Term Time Only (35 Weeks)
Location	Hartlepool Sixth Form College (may be required to work at other College campuses)

ROLE PURPOSE

- To provide learning mentor support to students with learning difficulties and or disabilities, emotional and behaviour needs who are on mainstream or discrete College courses to integrate into the College environment.
- To assist in the implementation of detailed assessments and monitoring and review of support strategies.
- To carry out instructions from Manager Care Support, and to liaise on a day to day basis with teaching staff responsible for the courses involved.
- To participate in the continuous professional development and training that will enhance personal growth and enhance work of the directorate

KEY ACCOUNTABILITIES

- To escort and assist students including those with mobility difficulties to get into and around College, and to meet a range of personal care needs e.g. toileting, feeding in accordance with individual support plan.
- To accompany students on curriculum related visits e.g. work experience, residentials etc.
- To act as an advocate and encourage self-advocacy.
- To actively encourage students to be independent.

- To act as an identified point of contact for students.
- To relay student concerns and issues to teaching staff and departmental managers.
- To contribute to the orderly conduct of students in the relevant centres.
- To assist in the modification of teaching materials for students.
- To scribe and read for students.
- To support students' transition into and progression at the programme's end.
- To assist with detailed individual assessment of student needs in line with the College or departmental procedures.
- To devise and implement support strategies with senior departmental staff and other College professionals around individual students or groups to overcome their barriers to learning.
- To review and amend strategies on a regular basis.
- To help with the follow up of student attendance problems and to assist teaching staff and departmental managers in the identification of reasons for poor attendance and student retention.
- To identify possible sources of problems at early stage and to communicate this to teaching staff and departmental managers.
- To refer students to appropriate College services to meet their individual needs, problems or concerns.
- To liaise with managers care support or authorised deputy on a regular basis.
- To attend learning mentor team meetings, key worker meeting on a regular basis.
- To attend case conferences as appropriate.
- To liaise with other professionals in the care of the individual students.
- To liaise with relevant course teams.

GENERAL RESPONSIBILITIES

- To undertake staff development and training as appropriate.
- To uphold British Values, the college values and responsibilities with regard to equality and diversity.
- To have due regard and take responsibility for PREVENT and the safeguarding and promotion of the welfare of children and/or vulnerable adults.
- To understand and adhere to college Health and Safety policies and guidelines ensuring compliance with statutory legislation.
- To work at any college site, as required, to support the effective delivery of the service.
- Undertake other duties as may be reasonably expected of the post-holder.

Person Specification

Post Title: HSFC Learning Mentor Post Ref: 6021

CRITERIA	ESSENTIAL REQUIREMENT	DESIRABLE REQUIREMENT
Skills/Knowledge/Aptitude Supporting people with physical & learning difficulties and Emotional Behaviour needs. Ability to promote learner's independence. Good written/verbal communications. Ability to relate well to others. Awareness of needs for client confidentiality. Familiarity with other health and social services in Sunderland. Ability to work independently. Understanding of principles and procedures for working with vulnerable adults. Flexible and able to work on own initiative.	√ √ √ √ √ √ √ √	
Qualifications and Training NVQ level II Care/ Youth Work / Mentor or equivalent. AND/OR Learning support qualification. Literacy / Numeracy Support level 2. Classroom assistant qualification. NVQ III or willing to working towards. Moving/handling/H&S/Food hygiene.	√ √ √ √ √ √	
Experience Supporting people with learning difficulties & disabilities or Emotional Behaviour in a Supported Environment. Knowledge of Assessment and Support Plans. Knowledge around Barriers to Learning Working in a team Aware of responsibilities under disability discrimination legislation	√ √ √ √ √	

<p>Disposition</p> <p>Empathy towards students</p> <p>Supporting/caring disposition</p> <p>To uphold British Values, the college values and responsibilities with regard to equality and diversity</p> <p>To have due regard and take responsibility for PREVENT and the safeguarding and promotion of the welfare of children and/or vulnerable adults.</p> <p>To understand and adhere to college Health and Safety policies and guidelines ensuring compliance with statutory legislation.</p> <p>Geographically mobile within the North East area.</p>	<p>√</p> <p>√</p> <p>√</p> <p>√</p> <p>√</p> <p>√</p>	
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