

## Job Description

<b>Job title:</b>	<b>Support and Achievement Mentor (SAM)</b>
<b>Reports to:</b>	<b>Support and Achievement Manager</b>
<b>Responsible for:</b>	<b>Student Support and Tutorial Delivery</b>
<b>Grade:</b>	<b>BSS F</b>

### Purpose:

Reporting to the Support and Achievement Manager you will act as the first point of reference for students for pastoral support, working with internal and external support teams to support and put in place intervention and support initiatives.

Deliver high quality weekly tutorials that covers a range of safeguarding, pastoral, careers, social action themes as well as study skills to support achievement and progression of students.

To support a caseload of students 1:1 and group basis ensuring all learners inc vulnerable learners are identified, monitored and reviewed regularly in order to maximise achievement and retention, contributing to the reduction in achievement gaps.

# Main duties and responsibilities

## Main Duties

*The following duties are not shown in order of priority or frequency, nor is the list comprehensive, but rather an indication of the type and level of duties expected of the post.*

- To provide high quality tutorial support to foster and build partnerships of trust and support where students feel safe, secure, confident, valued and are encouraged and motivated to learn.
- Deliver UCAS sessions and support students in writing personal statements with support from the Careers Team.
- Facilitate a high degree of effective and efficient support to students through the delivery of 1:1's, small group work, enrichment activities and the delivery of workshops in order to remove barriers, develop self-awareness, student independence and a relentless focus on achievement to help them to achieve or exceed course and individual targets. This will include their main course, English and maths, enrichment and study skills.
- Facilitate individual student achievement and progression by empowering each student to take responsibility for their own learning and help them set realistic personal targets which provides inspiration and motivation to help build confidence, independence, enjoyment and success.
- Ensure individual SMART targets are set, monitored and reviewed with each student and relate to progress in all elements of the study programme
- Promote, encourage and facilitate wider learning opportunities which broaden learning and self-development
- Be responsible for your own caseload of students and work collaboratively across college to provide a consistently high level of support both pastoral and academic.
- Communicate effectively with curriculum staff to meet the specific needs of individual learners to secure outstanding retention and achievement.
- Attend disciplinary and behaviour meetings for students on caseload.
- Ensure accurate record keeping, followed-up and maintained in line with college policies, safeguarding and data protection
- Use dynamic coaching techniques to effectively respond to the individual needs of students and develop a range of interventions to support students
- Monitor and maintain accurate records of student attendance, progress, action planning, learning support and 'at-risk' indicators.
- Ensure timely intervention and pro-active actions are taken for students at risk, including regular 1:1s and communication with parents/carers.
- Explore and agree actions to address issues affecting learning such as low motivation, poor attendance or poor performance.
- Work to improve student well-being and support students who present with mental health, wellbeing issues and other specific needs, as appropriate, including signposting or referral to internal and external support and agencies.
- Liaise with colleagues and partners to ensure support transition for students.
- Promote, maintain appropriate behaviours and respond to behavioural issues, attendance and punctuality and ensure appropriate support is in place to address issues.
- Develop and encourage an aspirational culture of achievement and success
- Liaise with curriculum staff, internal and external partners to support students

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- Monitor student attendance and punctuality against College targets and intervene proactively if improvement is required.
  - Ensure vulnerable 'at risk' students are identified, monitored and reviewed regularly in order to maximise achievement and retention, contributing to the reduction in achievement gaps.
  - Provide targeted support for all students at risk of under-achievement, working collaboratively with support functions and curriculum areas in nurturing and facilitating progression of every learner to reach their full potential.
  - Ensure that information, advice and guidance to students contribute to a positive student experience
  - Contribute to tracking of student progress through 1:1 meetings and the use of eTrackr and/or appropriate systems to rigorously track student's personal and academic progress and development, ensuring they are on track to achieve their targets.
  - Deliver student induction activities and ensure that students settle into their study programmes effectively.
  - Support to carry out exit interviews and monitor and record all student destinations.
  - Keep own knowledge, skills and practice up to date by continually using and recording the use of a range of resources. Apply new knowledge and skills to consolidate learning, improve own practice, and review the effectiveness of newly acquired skills
- Assist as required during examination and enrolment periods
  - Be conversant with Health and Safety and Safeguarding requirements
  - Participate in the Staff Learning and Development, Review and Appraisal Scheme
  - Undertake such duties and/or hours of work as may reasonably be required of you, commensurate with your grade and general level of responsibility, at your main place of work or at any other establishment for which the College provides services

## General

- Be aware of, and comply with, legislations/competence standards relevant to the work of the Directorate
- Understand and comply with all college policies, including the Policy to promote Equality of Opportunity

# Personal Specification – V2

<b>Post Title:</b>	<b>We will assess your match to the criteria from:</b>		
<b>Key: E – Essential D – Desirable</b>	Appl. Form	Tests	Interviews

## 1. Education / Qualifications

Have, or be willing to take, Designated Safeguarding Lead qualification (E)	Y		
English and Maths qualifications at level 2 or above (E)	Y		
Evidence of recently undertaken professional development and subsequent practical application and impact (D)	Y		Y

## 2. Experience

Experience of working in an education environment (E)	Y		
Experience of working within a safeguarding role /prevent duty role and responding to safeguarding issues (D)		Y	Y
Experience of complex case management (D)	Y		Y

## 3. Skills & Abilities

Good analytical skills demonstrated by a structured and methodical approach (E)		Y	Y
Excellent communication (oral and written) and presentation skills including effective use of IT systems and tools (E)	Y		
Ability to build positive relationships and maintain partnerships and networks (E)	Y		Y
Team-oriented, enthusiastic with the ability to work independently using own initiative (E)	Y		Y
Able to exhibit a high level of communication, interpersonal and presentation skills and can liaise and work collaboratively with professionals from other agencies, managers, and key service stakeholders. (E)	Y		Y
Excellent organisational and time management skills including the ability to plan effectively (E)	Y	Y	
Ability to keep clear, timely and accurate records in the form of a case management model, sharing information internally and externally as and when appropriate and following established organisation standards (E)	Y		Y
Ability to manage a complex workload including competing priorities, achieve targets and respond quickly and flexibly to changing needs and demands (E)	Y		Y

Post Title: Safeguarding Coordinator	We will assess your match to the criteria from:		
Key: (E) – Essential (D) – Desirable	Appl. Form	Tests	Interviews
<b>4. Knowledge and Understanding</b>			
Frameworks, regulations and requirements of the sector and how these relate to the role (E)		Y	Y
Understanding of the importance of confidentiality and data protection when working with sensitive information. (E)	Y	Y	
<b>6. Safeguarding Children &amp; Vulnerable Adults</b>			
Understanding of Safeguarding Legislation and its application within the educational sector (E)	Y		Y
Commitment to Safeguarding and promoting the welfare of children and vulnerable adults. (E)	Y		Y
<b>7. Equality &amp; Diversity</b>			
An understanding of and commitment to all aspects of equality and diversity. (E)	Y		Y

# How to apply:

**For internal candidates:**

<https://www.jobtrain.co.uk/barkingdagenhamcollege/internal/>

**For external candidates:**

<https://www.jobtrain.co.uk/barkingdagenhamcollege/>



[www.bdc.ac.uk](http://www.bdc.ac.uk)