

## **JOB DESCRIPTION**

<b>POST TITLE:</b>	Learning, Engagement, Achievement and Progress Mentor
<b>GRADE:</b>	Spine Points 18 – 23
<b>WORK ARRANGEMENTS:</b>	37 hours per week/52 weeks per year
<b>DEPARTMENT:</b>	Quality Improvement & Assurance
<b>RESPONSIBLE TO:</b>	Team Leader Learning, Engagement Achievement and Progress
<b>RESPONSIBLE FOR:</b>	The provision of highly effective mentoring, support and challenge for students and apprentices enabling them to progress and succeed well in all aspects of their development so that they reach their potential and thrive and flourish in their future lives.

## **PURPOSE OF THE POST**

The post holder will contribute to the development of happy, healthy, confident and capable students and apprentices by:

1. Enabling students and apprentices to feel hopeful, identify their purpose, develop their voice, influence and place in society so they reach their full potential.
2. Providing a holistic wrap around service that effectively prepares students and apprentices for destinations that meet their needs and interests, enabling them to thrive, flourish and succeed in their future lives and careers.
3. Effectively mentoring students and apprentices, enabling them to learn well, progress and succeed in all aspects of their development, including their personal, social, educational and employability skills, physical and mental health and wellbeing, and their ability to stay safe.

## **DUTIES AND RESPONSIBILITIES**

**As part of the Learning, Progress and Achievement team, Learning, Engagement Achievement and Progress Mentors will:**

1. Work effectively with colleagues across the college, respecting and valuing each other to deliver excellent services to students/ apprentices
2. Be consistently ambitious for all student and apprentices, demonstrating consistently high expectations of their attendance, behaviour, progress and achievement.
3. Develop strong, effective relationships, and liaise effectively with students, apprentices and staff to secure improvements in attendance, retention and achievement

4. Provide effective pastoral and academic support and interventions that support the development of students' and apprentices;' emotional, mental and physical health and wellbeing.
5. Support students' and apprentices' to develop their character, including resilience, a growth mindset, and coping strategies that enable them to overcome barriers to learning and achievement,
6. Help students to develop the skills and understanding they need to protect themselves from radicalisation and extremist views, develop their understanding of British values and their understanding and appreciation of diversity and cultural differences.
7. Develop and maintain a thorough knowledge of available learning resources, and direct and support students and apprentices to access and utilise these, assisting in the management and administration of resources, hardware, software and systems.
8. Contribute to the development of high-quality learning resources, including digital resources, and support students and apprentices to access these effectively, including online support for students who may not be able to access the college site.
9. Develop, design and provide one-to-one and group support and mentoring as appropriate, and facilitate, support and deliver agreed sessions and activities to support students' and apprentices' progress. This might include for example, online and independent learning, study skills techniques, wider development, enrichment and career planning
10. Work with tutors, teachers and staff across college to ensure all students access meaningful work experiences and industry placements that contribute to their development. Support students to be well prepared for their placements, and to maximise and gain learning and experience from the placement.
11. Explore and identify students and apprentices needs, and provide regular, individualised and targeted pastoral support to those who may be experiencing challenges and barriers to their progress and learning, referring to specialist services where appropriate and necessary.
12. Implement early interventions to support students and apprentices to develop and sustain good emotional and mental health and wellbeing, along with resilience and coping strategies
13. Take an active lead on challenging and changing negative behaviours and attitudes, and liaise with staff teams and wider support services as required
14. Work in liaison with other staff, to signpost students and apprentices to the range of support services available to them including financial, academic, social and emotional issues which may be having a detrimental effect on their development and progress
15. Take a proactive approach to ensuring the safeguarding and wellbeing of all students and apprentices, accurately recognise, identify and refer potential safeguarding concerns.
16. Develop and take on identified specialist mentoring roles within the Learning, Achievement and Progress team, such as study skills, careers advice and guidance, work-experience, employability, wellbeing, safeguarding, enrichment etc.
17. Contribute to the achievement of the Gatsby Benchmarks. Enable students and apprentices to make well-informed choices about their potential next steps by providing high quality, up to date careers and progression advice. Refer students and apprentices where appropriate to specialist and impartial careers advice sources
18. Write reports, collate data and undertake administrative tasks as required to achieve the main duties outlined above

## **GENERAL**

1. Act as exemplar of outstanding customer service at all times.
2. Take responsibility for one's own professional development and continually update as necessary, participating in appropriate staff development activities as required including the Professional Development Review.
3. Promote a positive image of the College and the work that is carried out across its various services.
4. Comply with all legislative and regulatory requirements.
5. Apply the College's own Safeguarding Policy and practices and attend training as required.
6. Show a commitment to promoting diversity, equal opportunities and anti-discriminatory practices, and demonstrate full compliance with the College's Equality and Diversity Policy in all aspects of duties and responsibilities.
7. Carry out any other reasonable duties within the overall function, commensurate with the grading and level of responsibility of the job.
8. Take an active role in the health, safety and welfare of students and staff, attending training and carrying out health and safety related activities as appropriate to the role.

## Person Specification

<b>Post:</b>	Learning, Engagement, Achievement and Progress Mentor	<b>Department:</b>	Quality Improvement & Assurance
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### Key Requirements:

	Essential/ Desirable	Assessed
<b>Qualifications:</b>		
Level 2 equivalent in English & Maths	<b>E</b>	<b>A</b>
Recognised qualifications / certificates in relevant disciplines, i.e. basic counselling skills, facilitation skills, personal mentorship, youth work qualification, Careers advice and guidance etc.	<b>D</b>	<b>A</b>
Level 3 Award in Education and Training (or willingness to work towards)	<b>E</b>	<b>A</b>
<b>Specialist qualifications &amp; Experience *Essential for at least one member of the team</b>		
Qualification in Careers Advice and Guidance (level 6 or willing to work towards)	<b>E*/D</b>	<b>A</b>
Qualification linked to healthy lifestyles – nutrition, wellbeing and exercise	<b>E*/D</b>	<b>A</b>
Experience of supporting people to make healthy lifestyle choices	<b>E*/D</b>	<b>A/I</b>
Experience in supporting students and apprentices to make appropriate, well-informed decisions about their qualification routes and future careers/progresion pathways, including the provision of impartial advice	<b>E*/D</b>	<b>A/I</b>
<b>Experience:</b>		
Minimum 1 years recent experience of supporting students/apprentices and employers in a classroom and/or work-based setting (or similar)	<b>E</b>	<b>A/I</b>
Experience of delivering / facilitating group work sessions	<b>D</b>	<b>A/I</b>
Experience of monitoring and analysing data to inform the direction of the work	<b>D</b>	<b>A/I</b>
Proven experience of supporting students/apprentices to meet their goals and secure achievements	<b>D</b>	<b>A/I</b>
Experience of external liaison and multi-agency working enabling the provision of effective wraparound person-centred support	<b>D</b>	<b>A/I</b>
<b>Skills/Knowledge:</b>		
Excellent communication, interpersonal, time management and organisational skills	<b>E</b>	<b>A/I</b>
Ability to work effectively as part of a team and on own initiative	<b>E</b>	<b>I</b>
Ability to manage self effectively	<b>E</b>	<b>I</b>
Good ICT skills	<b>E</b>	<b>A/I</b>
Good knowledge of the Further Education sector, including apprenticeships	<b>D</b>	<b>A/I</b>
An understanding of the barriers to education and learning for both the 16 to 19 age group and for mature students	<b>D</b>	<b>A/I</b>
Ability to empathise with a wide range of people from a variety of backgrounds	<b>E</b>	<b>A/I</b>
Able to provide strong and effective pastoral 1-1 support, enabling people to achieve goals and overcome barriers	<b>E</b>	<b>A/I</b>
A good understanding of what is required for effective industry placements/work experience, and how to prepare students for this	<b>D</b>	<b>I</b>

Skills in managing professional boundaries to enable successful case load management, resulting in the empowerment of the student/apprentice and reducing the risk of dependency	<b>E</b>	<b>A/I</b>
Able to support students and apprentices to develop their academic and study skills effectively	<b>D</b>	<b>A/I</b>
A good understanding of the prevent and safeguarding agendas, and how to communicate these effectively to students and apprentices	<b>D</b>	<b>I</b>
<b>Qualities:</b>		
Ability to work under pressure and meet deadlines	<b>E</b>	<b>I</b>
Willingness to undertake some travel in line with the needs of the role	<b>E</b>	<b>I</b>
Flexibility in working patterns	<b>E</b>	<b>I</b>
<b>Other Requirements:</b>		
An understanding of Safeguarding of Children & Vulnerable Adults within the workplace	<b>E</b>	<b>I</b>
Full commitment to Equal Opportunities and anti-discriminatory working practices	<b>E</b>	<b>I</b>

**E = Essential**

**D = Desirable**

**A = Application**

**I = Interview**

**T = Test**

<b>Produced by:</b>	Jackie Rossa	<b>Date Produced:</b>	May 2020
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