Learning Mentor

Job Description

Responsible to: Learning Improvement Manager

Responsible for: No line management responsibility

PURPOSE:

- The Learning Mentor (LM) will work across College to collect and record attendance and punctuality data, following up with learners to monitor improvements.

- The LM will also work with learners who are at risk due to welfare issues, undertaking early interventions to provide support and remove barriers in order to improve their learning opportunities.

- The LM will make a significant contribution to driving up College success rates by dramatically improving the attendance and punctuality of those learners.

KEY ACCOUNTABILITIES AND RESPONSIBILITY FOR RESULTS

This schedule of duties is not exhaustive, and the job holder may be required to perform duties not listed, to suit the reasonable operational requirements of the College and as directed by their Line Manager.

Attendance and punctuality

- Follow up attendance and punctuality across all learning areas of the College and report to teachers in real time; communicate with learners and parents / carers as required

- Monitor and mentor learners to improve their attendance and punctuality and monitor progress

- Promote good attendance inside and outside of college using a variety of methods

- Collaboratively work to reduce the percentage of Persistent Absence and lateness at the College

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- Assist in the development, implementation and monitoring of systems relating to attendance and integration e.g. ProMonitor

- Maintain and update all necessary records using manual and computerised systems, compiling returns as appropriate

Behaviour improvement

- To mentor allocated learners to support their personal, social and academic development and to conduct individual motivational interviews with learners as required

- To facilitate sessions that enable 'at risk' learners to develop strategies to overcome barriers

- The LM will act as a role model, critical friend and learning mentor to support learners to overcome barriers to success

Reporting

- To produce half-term reports on:
  - monitoring and mentoring activities associated with their caseload
  - the progress of "at risk learners"

Team work

- Work with Teachers and other College staff in order to plan and deliver appropriate one to one support

- Work with other support teams within the College to promote a holistic system of support

- Report weekly in one-to-one and/ or group meetings to the Manager,

Professional Values

- Embrace the development opportunities presented to you and seek out for yourself learning opportunities which will transform your work, so you meet and exceed the role requirements.

- Manage yourself to maintain a healthy work life balance.

- Support the College's quality initiatives, promoting the values of the College.

- Promote equality and celebrate diversity, confidently challenging prejudice and discrimination.

- Safeguard all learners within your responsibility and report any safeguarding concern about a learner to the Safeguarding Team.

- In addition you will undertake such other duties as are within the scope and spirit of the overall responsibilities, the title of the post and its grading. You will be expected to be aware of and to support the College's policies and procedures.