**Learning Mentor**

**Job Description**

**Salary:** £18,535 - £22,143 (FTE)

**Reports to:** Head of Quality

**Line manages:** 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
* 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

**EHCP role**

* To work with the designated administrator to schedule and organise annual reviews and complete EHCP paperwork in a timely way.
* Ensure that every EHCP throughout the organisation and partner organisations are regularly reviewed and new outcomes set.
* Support the communication needed with external stakeholders such as local authorities, schools, therapists, social services, transport and contractors.
* To work with the designated administrator and accurately record any new EHCPs and support the response consultation process.
* To work with the designated administrator to Gather information such as specialist reports to contribute to new applications for EHCPs if required.
* Attend multidisciplinary meetings.
* Communicate regularly with parents and students to support teachers so that they can manage the high pastoral requirement.
* Support students to prepare for and chair their own review and tailor planning to ensure they can communicate this effectively.
* To work with the designated administrator to liaise with local authorities and social workers to ensure progress reviews are attended and recorded to secure funding.
* To co-write support plans for learners and ensure learning outcomes are shared.
* To work with external agencies and parents to establish collaborative working, support the transition of students into the college/different areas, levels and learning areas and attend multi agency meetings, where appropriate.
* To work collaboratively with cross college services.
* Liaise with key stake stakeholders in understanding the Activate Learning Support offer.
* To work with the designated administrator to review, collate and report on all interventions and progress against targets and ensure all student records are accurate and up-to-date.
* To work with the designated administrator to liaise with both external support agencies and internal departments in order to collate information relating to students with additional needs from a range of sources, including schools, educational psychologists and Child and Adolescent Mental Health Services (CAMHS), summarise and make key recommendations and strategies for supporting students.
* Update and maintain staff and student portals to ensure up to date information is shared with appropriate colleagues.

**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.