

**JOB TITLE:** Specialist Support Mentor

**ACCOUNTABLE TO:** Head of Welfare and Skills

**JOB PURPOSE** This role will focus on supporting students. The role plays a key part in supporting successful student transition, progress and welfare.

**KEY RESPONSIBILITIES**

- To work with students, either in small groups or on a one to one basis to help them develop the skills, strategies and confidence they need in order to fulfil their academic potential
- To agree appropriate outcomes with students, monitor, report on progress and maintain student records
- Work collaboratively with curriculum staff to identify strategies that may be used to support High Quality Teaching
- Plan, create and source relevant resources to support the learning and progress of students
- Support the Head of Welfare and Skills and Deputy Head of Welfare and Skills to complete appropriate assessments to identify needs
- Support the Head of Welfare and Skills and Deputy Head of Welfare and Skills to ensure access arrangements are implemented for relevant students
- To contribute to the transition planning for prospective and existing students
- Liaise with parents and/or external agencies as required.
- Work to deliver and contribute to Education, Health and Care Plans (EHCPs) where appropriate
- Contribute to a supportive learning environment
- Attend relevant meetings, both external and internal

- To contribute to the liaison and interview processes, particularly in relation to early identification of support and transition
- To provide support as appropriate in the operation of the College's Fitness to Study policy, sharing and liaising with appropriate colleagues or agencies as appropriate, in order to maximize the opportunities for support and successful outcomes
- To ensure the accurate recording of notes and relating to students requiring support, ensuring the safekeeping of confidential or sensitive information
- To liaise as required with Personal Progress Mentors, Heads of Studies and subject staff to ensure that there is effective monitoring and support of academic progress
- To support the provision of advice and guidance in relation to Welfare and Skills related functions and initiatives, including participation in welfare and skills related projects or event
- To act as a positive role model for students
- Keep up to date with learning support initiatives.
- To contribute to College advice events for students and their parents/carers; some which are evening events

#### **GENERAL RESPONSIBILITIES**

- To ensure the adherence to the College's policies and procedures with regard to the safeguarding of, and promotion of, the welfare of students
- To ensure the application of the College's Single Equality Scheme including valuing diversity and promoting equality
- To implement the College's Health & Safety policy and procedures within the post holders own area of responsibility
- To support, promote and operate in line with the College mission and values
- Commitment to the continuous improvement of services offered by the College
- Any other reasonable duties commensurate with the role as required

#### **NOTES**

- The above job description outlines the key responsibilities. It is not exhaustive and the tasks associated with the key responsibilities can be expected to change over time
- The post holder will be expected to undertake such other duties, within the general scope of the post, as may be required from time to time by the Principal (subject to the terms of the postholder's contract of employment)

## PERSON SPECIFICATION

| Attribute                                                                                                                                       | Criteria  | Method of Assessment |
|-------------------------------------------------------------------------------------------------------------------------------------------------|-----------|----------------------|
| <b>Education &amp; Qualifications</b>                                                                                                           |           |                      |
| GCSE Grade C/4 or above in Maths and English or equivalent                                                                                      | Essential | Certs/App Form       |
| Minimum of 2 A Levels or equivalent Level 3 qualification                                                                                       | Essential | Certs/App Form       |
| Level 2 Special educational needs and/or learning support qualification or equivalent                                                           | Desirable | Certs/App Form       |
| First aid qualification                                                                                                                         | Desirable | Certs/App Form       |
| Mental Health First Aid certificate                                                                                                             | Desirable | Certs/App Form       |
| Cumulative, regular training by certified organisations                                                                                         | Desirable | Certs/App Form       |
| Commitment to continued professional development                                                                                                | Essential | Int                  |
| <b>Experience, Knowledge &amp; Abilities</b>                                                                                                    |           |                      |
| Experience of working with young people                                                                                                         | Essential | App Form             |
| Ability to work effectively, both independently and as part of a team                                                                           | Essential | App Form/Int         |
| Ability to work professionally within a confidential environment                                                                                | Essential | App Form/Int         |
| Ability to produce learning and teaching materials                                                                                              | Essential | App Form             |
| Experience of working within an administrative capacity                                                                                         | Essential | App Form/Int         |
| Positive attitude towards students and commitment to their success                                                                              | Essential | App Form/Int         |
| Effective interpersonal skills, developed within a student setting                                                                              | Essential | App Form/Int         |
| Confident and competent in the use of IT in a working environment                                                                               | Essential | App Form/Test        |
| Excellent communication skills, both verbally and in writing, with a range of stakeholders including parents/carers and staff                   | Essential | App Form/Int         |
| Experience in SEND/learning support behaviour management, mentoring, youth work, supervision or a related area at secondary school age or above | Desirable | App Form/Int         |
| Experience of working within a college or school context                                                                                        | Desirable | App Form             |
| A sound working knowledge of safeguarding arrangements and practices                                                                            | Desirable | App Form/Test        |
| Experience of working with external agencies                                                                                                    | Desirable | App Form/Int         |
| <b>Interpersonal Skills &amp; Qualities</b>                                                                                                     |           |                      |
| Flexibility and resilience                                                                                                                      | Essential | Int                  |
| Calmness under pressure                                                                                                                         | Essential | Int                  |
| Open and approachable manner                                                                                                                    | Essential | Int                  |