

JOB TITLE: Welfare and Skills Mentor

ACCOUNTABLE TO: Head of Welfare and Skills

JOB PURPOSE To provide for support for students with welfare and medical support needs and/or additional learnings support needs to enable them to be successful in their studies

KEY RESPONSIBILITIES

- To contribute to the liaison and interview processes, particularly in relation to early identification of support and transition
- To contribute to the transition planning for prospective students with identified needs or risks
- To support an agreed case load of students to overcome identified barriers or challenges to their learning, retention or attendance at college and support their continuing progression
- To monitor the progress of the case load of students being supported and report on their progress and outcomes as required
- 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 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 and to ensure 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
- To contribute to College advice events for students and their parents/carers; a number of 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
Education & Qualifications		
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
Qualification in guidance, mentoring, youth work, counselling or other related area	Desirable	Certs/App Form
Teaching/Assessor training qualification	Desirable	Certs/App Form
Commitment to continued professional development	Essential	Int
Experience, Knowledge & Abilities		
Experience of working with young people	Essential	
Experience of working with young people with learning support needs	Desirable	App Form/Int
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	Desirable	App Form
Experience of working within an administrative capacity with strong planning and organisation skills	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
Capacity to work under pressure using own initiative and without direct supervision	Essential	App Form/Int
Experience of working in educational support, youth work or careers guidance	Desirable	App Form/Int
Experience of working within a college or school context	Desirable	App Form
Good presentation skills	Desirable	App Form
Interpersonal Skills & Qualities		
Flexibility and resilience	Essential	Int
Calmness under pressure	Essential	Int
Open and approachable manner	Essential	Int