



**Learning Mentor**

July 2024

## Job Description

**Job Title:** Learning Mentor

**Reporting to:** Assistant Principal/SENDCo

**Location:** CAPA College, Mulberry Way, Wakefield, WF1 2QN

**Grade:** SCP: 12-18

**Contract:** CAPA College Term Time plus 5 days

**Closing Date:** Monday 8<sup>th</sup> July

**Interview Date:** Thursday 11<sup>th</sup> July

**Start Date:** September 2024

### Overall Purpose of the Post:

Provide support in addressing the needs of students who need particular help to overcome barriers to learning.

Please note that successful applicants will be required to comply with all Enhance Academy Trust policies.

The successful applicant will be subject to relevant vetting checks, including a satisfactory enhanced disclosure and pre-employment and safeguarding checks before an offer of appointment is confirmed. Following appointment, the employee will be subject to rechecking as required from time to time by the BLP.

CAPA College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

## Job Description

### Main Duties

- Support provision for students with special needs
- To work with the SEND team to create bespoke support plans and interventions for identified students
- To support the SEND team in determining and facilitating any access arrangements that students may be eligible for
- Assist with the development and implementation of Individual Education/Behaviour/Support/Mentoring plans
- Establish productive working relationships with students, acting as a role model
- Develop 1:1 and small group mentoring arrangements with students
- Provide information and advice to enable students to make choices about their own learning/behaviour/attendance
- Challenge and motivate students, promote and reinforce self-esteem
- Provide feedback to students (and parents where appropriate) in relation to progress, achievement, behaviour, attendance etc.

### **Support for Teachers:**

- Support students' access to learning using appropriate strategies, resources etc.
- Work with other staff in planning, evaluating and adjusting learning activities as appropriate
- Monitor and evaluate students' responses and progress against action plans through observation and planned recording
- Provide objective and accurate feedback and reports as required, to other staff on student achievement, progress and other matters, ensuring the availability of appropriate evidence
- Be responsible for keeping and updating records as agreed with other staff, contributing to reviews of systems/records as requested
- Assist in the development and implementation of appropriate behaviour management strategies
- Establish constructive relationships with parents/carers, exchanging information, facilitating their support for their child's attendance, access and learning and supporting home to college and community links
- Assist in the development, implementation and monitoring of systems relating to attendance and integration
- Clerical/admin support e.g. dealing with correspondence, compilation/analysis/reporting on attendance, making phone calls etc.
- Contribution to staff CPD to develop staff understanding of the varied SEND needs we encounter

### **Support for the Curriculum:**

- Implement agreed learning activities/teaching programmes, adjusting activities according to student responses/needs
- Be aware of and appreciate a range of activities, courses, organisations and individuals to provide support for students to broaden and enrich their learning
- Determine the need for, prepare and use specialist equipment, plans and resources to support students

### **Support for the College:**

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop
- Contribute to the overall ethos/work/aims of the college
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of students
- Attend and participate in regular meetings
- Participate in training and other learning activities as required
- Recognise own strengths and areas of expertise and use these to advise and support others
- Assist in the supervision, training and development of staff
- Supervise students on visits, trips and out of college activities as required

Please note that this list of duties is illustrative of the general nature and responsibility of the role. It is not a comprehensive list of all tasks that the Learning Mentor will carry out. The postholder may be required to undertake other duties appropriate to the level of the role, as directed by the Principal.

**In return, we will offer you:**

- An opportunity to make your mark in an outstanding new Arts focused post 16 provision
- Access to Private Health and Wellbeing Package
- A professional and supportive team
- A personalised approach to continuing professional development
- A college that has a clear vision for improving outcomes and has student welfare and development at the centre of its ethos
- Automatic enrolment into the Local Government Pension Scheme

**The employment checks are required:**

- Evidence of entitlement to work in the U.K.
- Childcare Disqualification Declaration (where applicable)
- Evidence of essential qualifications
- Two satisfactory references
- Confirmation of medical fitness for employment
- Registration with appropriate bodies (where applicable)
- Evidence of a satisfactory safeguarding check e.g. An Enhanced DBS Disclosure

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## Person Specification

Person Specification	Essential	Desirable
<b>Qualifications/Training</b>		
NVQ 2 or 3 for Teaching Assistants or equivalent qualification or experience or <i>Supporting Teaching and Learning in Schools</i> Level 3	Y	
<b>Knowledge</b>		
Good Numeracy/ Literacy Skills	Y	
Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation	Y	
	Y	
Understanding of principles of learning processes and in particular, barriers to learning	Y	
Appropriate knowledge in First Aid and/or Mental Health first Aid		Y
<b>Experience</b>		
Experience working with Post-16 students	Y	
Experience of working with students with additional needs	Y	
<b>Competencies and Other Skills</b>		
Accurate record keeping	Y	
Ability to plan effective actions for students at risk of underachieving	Y	
Ability to self-evaluate learning needs and actively seek learning opportunities	Y	
Ability to relate well to students and adults	Y	
Work constructively as part of a team, understanding roles and responsibilities and your own position within these	Y	