**Job Description**

**JOB TITLE:** Learner Mentor (BSL Level 6) Three Year Fixed Term Contract

**LOCATION:** Petty Pool Vocational College, Pool Lane, Sandiway, Cheshire, CW8 2DR

**REPORTS TO:** Admission & Learning Support Manager

**SALARY:** £20,234.71 per annum

**HOURS:** Monday to Thursday 8:30am - 4:15pm (Term Time)

**DBS:** Enhanced DBS check required

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| Learner Mentor  |
|  SummaryAn integral role within the College providing educational support to learners in the classroom, personal & social development support during breaks and lunch times and supporting work experience and community access opportunities. Responsibilities* Support students in groups or on a 1:1 basis as required
* Support in classes according to tutor instructions
* Assist the tutor in maintaining a stimulating, progressive classroom environment
* Assist students with literacy, numeracy and IT to understand and complete tasks
* Enable learners to produce coursework evidence via scribing, reading, digital recording etc.
* Assist in various practical vocational settings
* Enable all students to gain maximum benefit from the College educationally and socially
* Supervise students during their break times in accordance with the current timetable
* Support students in accessing facilities such as the canteen and vending machines
* Assist students with constructive use of their leisure time at college
* Assist students in developing social skills, (inc. making conversation, resolving disputes etc.)
* Support students with dignified coping strategies to accommodate personal care needs (bodily fluids, showering etc.)
* Administer First Aid if required (or to undertake a First Aid qualification if currently unqualified)
* Report and log student incidents allowing a comprehensive case of additional support to be compiled
* Comply with Safeguarding and Prevent policy and procedures at all times, ensuring the safety of all learners
* Demonstrate consistent confidentiality in all matters concerning students
* Attend Learner Mentor meetings
* Work collaboratively with other Learner Mentors and the Learning Support Manager
* Keep an auditable, detailed diary of the support given to groups / individuals
* Complete all necessary paperwork as required, in order to support claims for additional funds
* Motivate, advise and support students at all times; physically, emotionally and practically
* Work as part of a team, sharing ideas and experiences
* Take part in Residentials as required by the college
* Accompany students on work placements / visits and support in the workplace if required
* Conduct baseline assessments of learners (Breaks & Lunches, PSD and Life Skills) as instructed
* Support learners to log their volunteering & work experience hours and complete weekly learner journals
* Support the ethos of the college
* Take part in training and development as required by the college
* Accept the daily fluctuation of the support needs of students
* Be flexible and easily able to adapt to changes in duties, routine and circumstances
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***NOTE: In accordance with the Trust’s flexibility policy, the post holder will be required to undertake any other duties considered commensurate with this position, as directed by The Senior Management Team of The Petty Pool Trust, or as a mutually agreed developmental opportunity.***

**LM Person Specification**

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| **Qualifications and Experience** | **Essential** | **Desirable** |
| English and Maths GCSE or equivalent at grade C or above | **🗸** |  |
| Hold or be working towards a Learning Support qualification |  | **🗸** |
| Hold a BSL level 6 | **🗸** |  |
| Hold or be working towards a Basic First Aid Certificate |  | **🗸** |
| Experience of people with learning disabilities |  | **🗸** |
| Experience of working within Further Education |  | **🗸** |
| Experience within specific vocational areas presently delivered |  | **🗸** |
| **Knowledge and Skills** | **Essential** | **Desirable** |
| Excellent interpersonal skills and effective member of the team | **🗸** |  |
| Good organisational skills | **🗸** |  |
| Ability to use IT skills to support students  | **🗸** |  |
| Ability to keep accurate and up to date records | **🗸** |  |
| Full clean Driving Licence (Car) | **🗸** |  |
| A willingness to develop skills in particular areas of disability |  | **🗸** |
| Knowledge of Inclusion, Equality & Diversity, Safeguarding policy |  | **🗸** |
| **Personal Competencies** | **Essential** | **Desirable** |
| Flexibility | **🗸** |  |
| Reliability | **🗸** |  |
| Honesty | **🗸** |  |
| Enthusiasm | **🗸** |  |
| Sense of humour | **🗸** |  |
| Caring nature | **🗸** |  |
| Empathy with students and with issues facing young adults | **🗸** |  |