

## **LEEDS COLLEGE OF BUILDING**

### **JOB DESCRIPTION**

**POST:** Learning Mentor - Inclusive Learning Services

**RESPONSIBLE TO:** Curriculum Manager

**RESPONSIBLE FOR:** Student caseload as directed

#### **Main purpose of post:**

To work in partnership with vocational and academic teaching staff to plan, deliver, monitor and review effective learning support that enables students to learn, achieve and succeed.

#### **Responsibilities:**

- 1 To work flexibly and responsively to provide holistic and person centred support that enables students to develop skills for learning, life and work
- 2 To carry out rigorous initial assessments that inform the planning and development of Individual Learning Support Plans, Inclusive Risk Assessments and Individual Behaviour Plans
- 3 To work effectively with teaching staff to ensure that students receive the support they need to achieve their qualification aims
- 4 To ensure students are safeguarded and that their best interests are at the centre of everything we do
- 5 To work in class and in withdrawal (1:1) to support students to develop their study and personal organisational skills
- 6 To support students to prepare for examinations, including the delivery of revision workshops and tutorials and to support the administration of tests and other assessments relevant to the students' course and curriculum
- 7 To regularly monitor, review and evaluate the delivery of support and to keep accurate records that can be used to inform the development of learning support programmes and demonstrate the impact of the support that has been delivered
- 8 To ensure documentation complies with internal and external audit requirements and is completed in a timely manner
- 9 To represent the service and assist in the student recruitment and selection process and open day / evening events as appropriate
- 10 To take personal responsibility for continual professional development including attending in-house and external training, attending team meetings and contributing to supervision/appraisal
- 11 To provide advice and guidance to teaching staff in regards to individual student needs, differentiation, resource adaptation and development, classroom management and inclusive practice

- 12 To support the administration of tests and other assessments relevant to the students' course and curriculum
- 13 To be aware of and abide by the College health and safety procedures and associated policies
- 14 To proactively implement the College's policies and procedures
- 15 To undertake any other relevant duties as may be requested by the Principal

**This job description will be reviewed annually as part of a process of performance review.**

**Please Note:**

**As Leeds College of Building meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, all applicants who are offered employment will be subjected to a disclosure from the Disclosure and Barring Service before the appointment is confirmed. This will include details of cautions, reprimands or final warnings, as well as convictions. Further information on disclosure can be obtained from [www.disclosure.gov.uk](http://www.disclosure.gov.uk)**

**The College is committed to safeguarding children, young people and vulnerable adults. It is also committed to the 'Prevent Duty' and the requirement to prevent people being drawn into terrorism and expects all staff to share these commitments.**

<b>Date: July 2016</b>	<b>Signature:</b>
<b>Issue No: 2</b>	<b>Ref: Jobdesc/Learning Mentor</b>

**LEEDS COLLEGE OF BUILDING**

**PERSONNEL SPECIFICATION**

**POST: LEARNING MENTOR – INCLUSIVE LEARNING SERVICES**

<b>ATTRIBUTES</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>HOW IDENTIFIED</b>
RELEVANT EXPERIENCE	<ul style="list-style-type: none"> <li>• Experience of working with students with additional learning needs</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of teaching/support within FE</li> <li>• Experience of positive behaviour management</li> <li>• Experience of coaching/mentoring</li> </ul>	Application form and interview
EDUCATION & TRAINING	<ul style="list-style-type: none"> <li>• Level 2 Literacy &amp; Numeracy or equivalent</li> <li>• Level 3 relevant qualification</li> </ul>	<ul style="list-style-type: none"> <li>• Teaching qualification</li> <li>• Learning disabilities / difficulties qualification</li> </ul>	Application form and qualification certificates
SPECIALIST KNOWLEDGE & SKILLS	<ul style="list-style-type: none"> <li>• Extensive knowledge of learning disabilities /difficulties</li> <li>• Highly developed literacy &amp; numeracy skills</li> <li>• Excellent communication &amp; presentation skills</li> <li>• Excellent organisational skills</li> </ul>	<ul style="list-style-type: none"> <li>• Team Teach training course</li> <li>• Commitment to person centred practice</li> <li>• Good understanding of the principles of inclusion</li> </ul>	Application form and interview.
ADDITIONAL FACTORS	<ul style="list-style-type: none"> <li>• Ability to use own initiative to organise own workload</li> <li>• Ability to work as a member of a team</li> <li>• Flexible approach to work</li> <li>• Commitment to Customer Care</li> <li>• The College is committed to safeguarding children, young people and vulnerable adults. It is also committed to the 'Prevent Duty' and the requirement to prevent people being drawn into terrorism and expects all staff to share these commitments.</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to drive and use of own vehicle</li> </ul>	Application form and interview

*Please note that the College expects regular and reliable service from staff and does not wish to appoint individuals with a high sickness record where there is no underlying medical reason. Please note this does not affect any individual's rights under the Equality Act; the College would wish to promote the recruitment of disabled staff and would endeavour to make reasonable adjustments where practical. Disabled staff who meet the essential criteria will be guaranteed an interview.*