

Job Role Details		Last Updated: June 2024
<b>Department/ Location:</b>	Student Support - Cross site	
<b>Job Title:</b>	Learning Mentor	
<b>Salary Grade</b>	Grade E	
<b>Responsible to:</b>	Additional Learning Support Team Leader	
<b>Responsible for:</b>	No staff management responsibilities	
<b>Job Purpose Statement:</b>		
<p>Plan and deliver organised workshops to students with additional learning needs to support their success, achievement and progress, with all workshops being informed by students need, including a range of subjects such as exam skills, social skills, independence skills, employability skills, study skills, and life skills, in order to contribute to the achievement of students outcomes and playing a key role in their success.</p> <p>Work with the ALS/Enhance Team Leaders, Programme Coordinators, Transition Coordinators and Enrichment Team to plan and deliver a wide range of extra-curricular activities for studentss with EHCP's to meet their specified outcomes and facilitate greater independence, enabling studentss in receipt of high needs funding and those with declared support needs to access learning and College facilities, aiding transition to College, retention and achievement.</p>		
<b>Main Responsibilities and Duties:</b>		
<p>The following is an indication of the type and level of the main priorities expected of this role as directed by your line manager and is not intended to be a comprehensive list of duties or tasks:</p> <ol style="list-style-type: none"> <li>1. Plan, facilitate and deliver individually tailored workshops and 1:1 support meeting for students with special educational needs or disabilities (SEND) that promote independence and lead to success in their chosen field and or greater independence in their everyday lives.</li> <li>2. Facilitate the target setting process for individual students. Work collaboratively with curriculum teams on using EHCP outcomes to set ambitious learning goals for students that enable them to develop skills to enhance their employment opportunities and independence in their everyday lives. This includes real-life situations, meaningful work experience, and active participation in their local communities. Attend review meetings and PCARs as required to support the development and review of personalised learning goals.</li> <li>3. Liaise with Teachers and Learning Support Assistants to identify individual students' progress, including target minimum grades and estimated grades. Identify the learning skills that individual students require to make progress and use this information to inform</li> </ol>		



the programmes developed for individual students' support.

4. Utilise and develop learning resources, including assistive technology and online/ remote learning resources to effectively support students to overcome their barriers to achieving their challenging learning goals.
5. Review, develop, implement and disseminate strategies and specific interventions (such as Zones of Regulation) to support students in developing their confidence and self-esteem.
6. Assess, analyse, and report/lead on students' progress and attend students reviews as necessary, recognising and recording students' progress and achievement to measure the impact of interventions on a student's achievement over time.
7. Support and review the processes for identifying students needs at interview, to ensure that support needs can be planned for in advance of their enrolment.
8. Liaise with Parents/Carers, College staff, and a range of external agencies to ensure coherence in the overall support plan for each individual student.
9. Be the main point of contact for students and families during key points of the year as directed. This includes facilitating Person Centred Annual Reviews (PCARs) for EHCP students, and ensuring a smooth transition process.
10. Promote the work of the ALS/Enhance team to curriculum areas and students to help contribute to an inclusive culture at MidKent College.

All staff are required to:

- Staff must complete mandatory annual Continuing Professional Development (CPD) in accordance with the number of hours set for their department.
- Travel between sites as and when required in accordance with their job role.
- Evening and weekend work may be required to meet the needs of the service
- Comply with and understand all aspects of legislation and College policies and processes relating to safeguarding, including promoting the welfare of children, young people and vulnerable adults.
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people.
- Comply with, understand, and promote statutory and college best practice in Health & Safety at a level relevant to the role and responsibilities held by the post holder.
- Comply with, understand and promote statutory and college best practice in respect of GDPR at a level relevant to the role and responsibilities held by the post holder.
- During the course of your duties, you may acquire or have access to confidential information which should not be disclosed to any other person unless in pursuit of your duties in compliance with GDPR or with the specific permission given on behalf of the College.
- Actively take responsibility for their personal learning and development (informal and formal) reviewing and reflecting on their performance within their current role.
- Promote, adhere to, understand and put into practice all college policies and procedures.
- Positively support equality of opportunity and equity of treatment to colleagues and students in accordance with the MidKent College Equal Opportunities Policy.
- Attend and complete all mandatory training sessions or on-line computer based training packages as required by the college.
- Undertake any other duties consistent with the key responsibilities and/ or duties of this role





as directed by your manager.

<b>Person Specification</b>		
<b>Qualifications</b>	<b>Criteria</b>	<b>Assessment Method</b>
	<ul style="list-style-type: none"> <li>• Essential (E)</li> <li>• Desirable (D)</li> </ul>	<ul style="list-style-type: none"> <li>• Application (A)</li> <li>• Assessment Centre (AC)</li> </ul>
<ul style="list-style-type: none"> <li>• Degree or equivalent substantial experience of supporting students with additional learning needs</li> <li>• Teaching Qualification level 3 or above or willingness to work towards.</li> <li>• Five GCSEs including passes in English &amp; Maths or equivalent standard qualifications</li> </ul>	<ul style="list-style-type: none"> <li>• D</li> <li>• D</li> <li>• E</li> </ul>	<ul style="list-style-type: none"> <li>• A/AC</li> <li>• A/AC</li> <li>• A/AC</li> </ul>
<b>Experience</b>		
<ul style="list-style-type: none"> <li>• Knowledge of Specific Learning Difficulties and how to plan workshops to facilitate students progress towards individual learning goals</li> <li>• Knowledge of specialist curriculum provision including supported internships, pre-entry provision and RARPA.</li> <li>• Knowledge of best practice support interventions for students with Complex Needs</li> <li>• Experience of working with young people with SEND/ SEMH/ ALS needs.</li> <li>• Experience of working within an educational environment or with young people.</li> <li>• Experience of running targeted individual, small group work and workshops with young people.</li> <li>• Experience of recording, tracking and monitoring the impact of interventions.</li> <li>• Experience of working with students to set short term goals for individual students and supporting students in achieving these.</li> </ul>	<ul style="list-style-type: none"> <li>• E</li> <li>• E</li> <li>• E</li> <li>• E</li> <li>• E</li> <li>• E</li> <li>• E</li> <li>• E</li> </ul>	<ul style="list-style-type: none"> <li>• A/AC</li> <li>• A/AC</li> <li>• A/AC</li> <li>• A/AC</li> <li>• A/AC</li> <li>• A/AC</li> <li>• A/AC</li> <li>• A/AC</li> </ul>
<b>Skills &amp; Aptitudes</b>	<b>Criteria</b>	<b>Assessment Method</b>
	<ul style="list-style-type: none"> <li>• Essential (E)</li> <li>• Desirable (D)</li> </ul>	<ul style="list-style-type: none"> <li>• Application (A)</li> <li>• Assessment Centre (AC)</li> </ul>
<ul style="list-style-type: none"> <li>• Use of specific funding software, Microsoft Office Applications, e-learning and e-assessment tools</li> <li>• Monitoring and reporting information</li> <li>• Excellent organisational skills</li> </ul>	<ul style="list-style-type: none"> <li>• E</li> <li>• E</li> <li>• E</li> </ul>	<ul style="list-style-type: none"> <li>• A/AC</li> <li>• A/AC</li> <li>• A/AC</li> </ul>





<ul style="list-style-type: none"> <li>• Excellent communication skills</li> <li>• Effective liaison skills</li> <li>• Health &amp; Safety requirements of the service area</li> <li>• Good digital skills</li> </ul>	<ul style="list-style-type: none"> <li>• E</li> <li>• E</li> <li>• E</li> <li>• E</li> </ul>	<ul style="list-style-type: none"> <li>• A/AC</li> <li>• A/AC</li> <li>• A/AC</li> <li>• A/AC</li> </ul>
<b>Other Requirements</b>		
<ul style="list-style-type: none"> <li>• The successful candidate will be required to act with discretion, pride, purpose, resilience and confidentiality.</li> <li>• Willing to undertake mandatory training and demonstrate awareness of Health &amp; Safety requirements.</li> <li>• Willing to undertake mandatory training and demonstrate awareness of GDPR.</li> <li>• Willing to undertake all other mandatory training as required by the College.</li> <li>• The successful candidate will be required to adopt a student focus and commitment to developing knowledge of quality improvement processes and systems.</li> </ul>	<ul style="list-style-type: none"> <li>• E</li> <li>• E</li> <li>• E</li> <li>• E</li> <li>• E</li> </ul>	<ul style="list-style-type: none"> <li>• AC</li> <li>• AC</li> <li>• AC</li> <li>• AC</li> <li>• AC</li> </ul>
<b>Safeguarding</b>		
<ul style="list-style-type: none"> <li>• The College is committed to safeguarding and promoting the welfare of young people and venerable adults. The candidate’s ability to perform the duties aligned to safeguarding and Prevent strategies within this role will be explored during the interview process.</li> <li>• The successful candidate will be required to have a DBS check to work at the College.</li> </ul>	<ul style="list-style-type: none"> <li>• E</li> <li>• E</li> </ul>	<ul style="list-style-type: none"> <li>• A/AC</li> <li>• A</li> </ul>

