



JOB DESCRIPTION

Job Title: Learning Mentor

Line Manager: Director of Additional Learning Needs

Summary of Job

To support students with additional learning needs across the college enabling them to access learning and improve their study skills. This includes working in and outside of classroom situations, based predominantly in of the Additional Learning Needs Centre. The Learning Mentor is line managed by the Director of Additional Learning Needs.

Responsibilities

- To support students with additional learning needs, including learners with Education Health & Care Plans, High Needs Students and Access Arrangements under the instruction of the Director of Additional Learning Needs.
- To run group sessions delivering study skills and academic support under the instruction of the Director of Additional Learning Needs.
- To contribute to the day to day running of the Additional Learning Needs Centre.
- To support students that experience difficulty with their social and emotional mental health under the instruction of the Director of Additional Learning Needs.
- To keep appropriate records via the College database on the evaluation and monitoring of student progress, including the non-academic outcomes of students with an Education Health & Care Plan.
- To provide examination support for students with Access Arrangements during internal and external examinations (e.g. acting as a reader or scribe).
- To attend relevant meetings as required by the Director of Additional Learning Needs.
- To carry out other tasks, as may be reasonably required by the Director of Additional Learning Needs.
- To demonstrate an awareness and commitment to equality and diversity, health and safety and safeguarding.
- To carry out other reasonable requests as may be required from time to time by the Principal.