** Learning Mentor**

**Part Time and Full Time available**

**Permanent, Term Time Only 40 weeks**

**£20,953 to £23.144 p.a for TTO full time hours**

*Nescot is recognised as the ‘****Employer of the year’*** *at the Surrey Business Awards 2024 and offers a wide range of benefits and wellbeing activities to staff*

We are looking for enthusiastic and committed individuals to join our successful student mentoring team. The successful candidates will work directly within a curriculum team (e.g Animal Care or Media/Music) helping both the students and themselves to develop a greater understanding of the curriculum area.

Full time (37.5 hours Monday to Friday)

Part Time (15 hours/week 2 days)

*Immediate start or September start*

**What we are looking for:**

* Experience of working with young people and understand the problems they experience.
* Good communication and organisational skills and have confidence using IT for administrative tasks; you must work well in a team.

**Duties/responsibilities:**

* Solve problems and engage positively with students, setting targets, and supporting them..
* Liaise with EHCP students,parents; and other stakeholders; to support social interactions, monitor the students’ SEMH, make referrals to the College Nurse and improve learning outcomes
* Advocate for the students and refer them to external agencies as required
* Work closely with the Safeguarding Team to monitor EHCP holders known to them.
* Support students to attend their lessons. This may include taking them into lessons to understand their difficulties and helping them to develop strategies for independent learning.
* Support students in improving their communication skills through 1:1 and/or small group work, to improve their wellbeing and student experience

**Benefits:**

* A discounted on-site gym, sports hall, fitness class, osteopathy and day nursery
* 5-minute walk from Ewell East Station
* Discounted Starbucks, Modern hair and beauty salon offering employee discounts
* Free online qualifications
* Free parking on-site

Nescot is graded ‘Good’ by Ofsted following its latest inspection in January 2023. Inspectors rated the College as Good in all 8 aspects. At Nescot, we’re proud of our inclusive culture and we welcome all applications. *This role is employed through Nescot Enterprises Ltd, a wholly owned subsidiary of Nescot which operates different terms and conditions.*

**Interviews will be held on Tuesday 4 March 2025.**

**Closing date will be Wednesday 26th February 2025Job Description**

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| **Position Details:** | |
| **Title:** | Learning Mentor |
| **Department:** | Learning Support |
| **Fraction:** | Up to 0.8154 FTE TTO |
| **Status:** | Perm |
| **Grade:** | LSA Grade 2 |
| **Child/Vulnerable Adult Contact:** | Yes |

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| **Reporting / Department Details:** | |
| **Responsible to:** | Lead Mentor |

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| **Job Purpose:** |
| * Identify and support students with EHCPs who need additional support to attend classes * To identify solutions for students for whom College is challenging and equip them with the tools and confidence to find solutions independently * To keep in regular contact with individual EHCp holder students to reduce barriers to them attending, to support their social interactions and monitor their SEMH needs * To monitor and track these students by setting SMART targets and reporting on their progress to line manager and curriculum coordinator on a regular basis. * To provide targeted work with students identified by the Head of SEND and Curriculum Head to those who need further emotional support. * To offer 1:1 or small group sessions covering areas such as social skills or study skills as required * To liaise with external agencies as appropriate to safeguard and protect the interests   and safety of individual students |

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| **Main Duties and Tasks:** |
| * To make your service known to EHCp holders within the College via, Media, Tutorials, leaflets etc. * To work with the curriculum team to support students to attend their classes by helping them to recognise and manage their emotions and develop strategies for independence * To provide a clear rational of the Emotional and Learning Mentor offer at Nescot so this available to staff and Local Authorities. * To set SMART targets for all the students you work with across the year so interventions and progress can be recorded * To manage a case load of students referred from the Head of SEND that have emotional support within their EHCp provision * Work with individual groups of HN students with specific needs and update relevant databases to allow on-going monitoring of attendance, behaviour, performance and any welfare or SEN issues. * Mentor individuals on a 1:1 or group basis to improve their wellbeing and student experience. * Maintain regular contact with the individual student concerned, parents/guardians, external agencies etc to ensure that the student receives the best possible wrap around support through effective support and referral procedures with external agencies if necessary * Liaise with Heads of Curriculum, Teachers, Parents, Personal Tutors and Learner Services with regard to establishing and monitoring individual targets * Keep accurate and confidential records of work with individuals in line with the GDPR, producing information for statistical purposes and reports as required by the leadership team * To attend Annual Reviews/PEP's of students that have received emotional support if appropriate * To support students and families at open events, progression interviews and parents’ evenings. * To attend regular curriculum team meeting |

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| **Personal Development:** |
| * Participates in, and co-operates with, own Performance Review Interview to ensure that job-related targets are met and on going staff development in line with Nescot’s aims. * To carry out Continuing Professional Development (CPD) relevant to the role, including subject or professional updates. |

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| **Equality and Diversity and Nescot Values:** | |
| * It is the responsibility of the post holder to promote equality and diversity, Nescot Enterprise values and recognition of diversity throughout Nescot Enterprises. * To follow and adhere to Nescot’s Equality and Diversity policy at all times. * The post holder will undertake their duties in full accordance with Nescot Enterprises’ policies and procedures relating to equality and diversity and Nescot Enterprise values. |

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| **Safeguarding and PREVENT Responsibilities:** |
| * It is the responsibility of the post holder to commit to safeguarding and promoting the welfare of students within Nescot Enterprises. * The post holder will undertake their duties in full accordance with Nescot Enterprises’ policies and procedures relating to safeguarding, PREVENT and promoting the welfare of students. |

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| **Additional Duties:** |
| * To undertake such additional duties as may be reasonably required commensurate with the level of responsibility within Nescot Enterprises at the initial place of work or any other of the College Group sites within the area. |

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| **Health and Safety:** |
| * Under the Health & Safety at Work Act 1974, whilst at work, you must take reasonable care for your own health and safety and that of any other person who may be affected by your acts or omissions.  In addition, you must co-operate with the College on health and safety and not interfere with, or misuse, anything provided for your health, safety or welfare. * The Health and Safety Policy is available through Sharepoint, your line manager or via Onboarding .  |  | | --- | | **Terms and Conditions of Nescot Enterprises Ltd:** | | * Please note that this is a post under Nescot Enterprises which has different terms and conditions to that of the College | |

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| **Annual Leave and Hours of Work:** |
| * Full time hours of work are 37.5 hours per week, normally worked Monday – Friday 8.45 am – 5.15 pm. Part time or casual hours will be as agreed. * For full time staff annual leave is 25 days plus Bank Holidays plus 5 efficiency days taken at Christmas when the College is closed for 2 weeks. Part time staff’s annual leave will be pro rata. Please note that it is expected that post holders will take their annual leave at times convenient to the department and its students, which will normally therefore be at times when students are not in College.  |  | | --- | | **Pension** | | You have the right to join the NEST scheme and you will be automatically enrolled into the NEST Government Workplace Pension Scheme should you meet the required criteria of an eligible job holder. You may elect to opt out if you wish. |   This job description is current as dated. In consultation with the post holder it is liable to variation by the College to reflect actual, contemplated or proposed changes in or to the job.  UPDATED BY: HOD Date: nov 23  UPDATED BY: HR Date: Feb 25 |
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****PLEASE CONTINUE FOR PERSON SPECIFICATION

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| **Person Specification – Learning Mentor** | | | | |
|  | **Essential** | **How Identified\*** | **Desirable** | **How Identified\*** |
| **Experience** | Experience of working with young people  Understand the problems young adults experience  Taking initiative and responsible to resolve issues  Experience of dealing with external agencies to support young adults  IT Literate  Good understanding of child protection/safeguarding /SEN protocols |  | Experience of working with college age students 16+  Experience of working in an administrative and/or mentoring role |  |
| **Skills and Abilities** | Ability to communicate at all levels  Proven ability to problem solve  Ability to work as a team at all levels both internally and externally  Possess good IT, verbal and written skills  Ability to engage positively with young people who are disengaged and motivate change in their behaviour  Ability to prioritise workload effectively with minimum supervision or support  Good listening skills  Good organisational skills  Able to use own initiative  Be reliable and maintain confidentiality |  | Ability to devise plans to support young adults and their families  To set SMART targets to monitor progress and interventions |  |

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| **Qualifications** | GCSE Grade C/4 in English and Maths (Or equivalent)  Level 2/ GCSE in IT or ability to use databases and internal computer systems to a good standard  To have undertaken or be willing to undertake ELSA training or its equivalent | | |  | Youth, community or social work at level 2 or higher  Minimum L2 Supporting in Learning and possible CPD qualifications in SEN  ELSA or equivalent trained | |  |
| **Personal Qualities** | Professional appearance  Provide prompt, efficient and effective customer service  Ability to work under pressure  Flexible to work Open Evenings, Open Days which may include some Saturdays and evenings  Has awareness of equality and diversity and NEL Values which is promoted within your role  Commitment to continuing professional development  Commitment to safeguarding, PREVENT and promoting the welfare of learners  The required health and physical capacity to carry out the relevant administrative activities, after NEL has made such adjustments as may be required under the disability provisions of the Equality Act 2010  Commitment to energy management and sustainability | | |  |  | |  |
| **KEY** | | | | | | | |
| **A** = Application Form | | **I** = Interview | **O** = Observed Teaching Session | | **T** = Test | **M** = Medical Questionnaire | |

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