East Durham College

Job Description

Post Title: Alternative Education Mentor

Location: Willerby Grove however the post holder could be asked to work at any college site

Responsible to: PAL/Alternative Provision Director

Attendance Requirements: 37 hours per week

Salary: Scale 4

Main purpose:

The main purpose of this post is to provide efficient and effective mentoring, pastoral, behavioural and learning support to learners aged 14-19 within the Home ed and Leap provision.

**Main duties:**

* To work with Alternative Provision PAL, to monitor and chase non-attendance for Leap and Home ed.
* To hold return to college attendance meetings, with support from PAL.
* To complete 1-2-1 catch up activities with returning leaners, with support from Leap lecturers.
* To work with PAL to create, organise and support Home ed Parents evening events, as well as parents evening reports for Home Ed learners.
* To oversee applications to the Alternative Provision programmes and to arrange and take part in, information sessions, diagnostics and inductions.
* Be responsible for data entry/reporting on College’s MIS.
* To support during learner inductions and in class if required.
* To support within the Home ed department, helping with any learner issues/anxieties.
* To attend mandatory training as required
* To undertake additional specialist training when required.
* To provide written reports for Annual Reviews and meetings, as required.
* To set and review targets for students utilising the College Pro-monitor system.
* To motivate and raise the aspirations of the learners by using the changing mindsets / mindfulness model.
* To prepare learners for their next steps whether that be progression within Further Education,) or employment / supported employment. This may be on an individual or group based activity.
* To make students aware of progression routes available to them and how their learning is related to them.
* To develop resilience in every learner by fostering a coaching and mentoring approach.
* To manage day to day safeguarding issues and escalate where appropriate.
* Any administrative duties as specified by PAL.
* Such other duties commensurate with your post, skills, knowledge and experience.

**Other Duties relevant to all EDC employees**

* Participate in the College Performance Appraisal Development Programme, agree an action plan and undertake the required training in order to update skills and meet the requirements of the College and Departmental Strategic Plan and Service Standards.
* Undertake any other duties, appropriate to the grade of the post, as required from time to time.
* Comply with College Policies and Procedures and the Staff Code of Conduct.
* To take appropriate responsibility for PREVENT and safeguarding and promotion of the welfare of children and/or vulnerable adults.
* To uphold British Values, the college values and responsibilities regarding equality and diversity.
* To understand and adhere to college Health and Safety polices and guidelines ensuring compliance with statutory legislation and taking a responsibility for your own and other’s health and safety.

| **Person Specification** |  | **Essential** | **Desirable** | **Method of assessment** |
| --- | --- | --- | --- | --- |
| 1. **Qualifications/ Training** | | | |  |
| 1.1 | NVQ Level 3 Admin or similar | ✓ |  | Application form |
| 1.2 | GCSE level standard education or equivalent (maths & English) | ✓ |  | Application form |
| 1.3 | Learning Support Assistant Qualification or equivalent, Support/ Teaching at Level 2 or above |  | ✓ | Application form |
| 1.4 | Level 2 ICT |  | ✓ | Application form |
| 1. **Experience** | | | |  |
| 2.1 | Experience of working within an educational environment | ✓ |  | Application Form / Interview |
| 2.2 | Experience of working with young people or adults who have learning difficulties or present challenging behaviour. | ✓ |  | Application Form / Interview |
| 2.3 | Extensive experience of using Pro Suite | ✓ |  | Application Form / Interview |
| 2.4 | Experience of working in a 11-16 school |  | ✓ | Application form |
| 2.5 | Experience in administration of medicines |  | ✓ | Application form |
| 2.6 |  |  |  |  |
| 1. **Skills and Knowledge:** | | | | |
| 3.1 | Knowledge of what constitutes effective support and learning | ✓ |  | Application Form / Interview |
| 3.2 | Knowledge of EHC plans and review process. | ✓ |  | Application Form / Interview |
| 3.3 | Knowledge of what constitutes effective monitoring of student progress | ✓ |  | Application Form / Interview |
| 3.4 | Current curriculum and assessment knowledge. |  | ✓ | Application Form / Interview |
| 3.5 | Able to foster excellent relationships with staff, students and outside agencies | ✓ |  | Application Form / Interview |
| 3.6 | Excellent communication and organisational skills. | ✓ |  | Application Form / Interview |
| 3.7 | Ability to deal with students with behavioural problems | ✓ |  | Application Form / Interview |
| 3.8 | Able to foster excellent relationships with students | ✓ |  | Application Form / Interview |
| 3.9 | Good communication and interpersonal skills | ✓ |  | Application Form / Interview |
| 1. **Attributes / Other Requirements:** | | | |  |
| 4.1 | Reliability / Trust / Professionalism - Ability to carry out the role with professional integrity in line with EDC values and behaviours | ✓ |  | Interview |
| 4.2 | Communication - Ability to communicate clearly and effectively to all levels, both verbally and in writing. | ✓ |  | Interview |
| 4.3 | Working individually or as a team - Ability to work independently and as part of a team under minimal supervision. | ✓ |  | Application Form / Interview |
| 4.5 | Driving - Full UK Driving License and / or access to a vehicle (if applicable). |  |  | Application Form |