Job Description – Pathway Learning Mentor

Title Pathway Learning Mentor

Reports to Hub Manager

Based at Communication Specialist College - Doncaster

Hours of work 37hrs per week

# Responsible for:

The Pathway Learning Mentor will contribute to the holistic support for students.

The post holder will:

* Deliver high quality learning support to students
* Provide guidance, by removing barriers to learning
* Promote effective participation in sessions
* Enhance individual learning opportunities
* Raise aspirations and encourage a sense of self belief and wellbeing
* Encourage students to achieve their full potential
* Support and create an effective high quality person centred learning environment
* Ensure that students receive optimum support in order to help them achieve, stay on programme and become more confident and independent individuals.

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# Key Duties and Responsibilities

The Pathway Learning Mentor is responsible to the Hub Manager for carrying out the following duties effectively and efficiently:

* To provide high quality support for students in particular, learning activities, effective tutorials, work skills, pastoral and welfare support along with targeted activity to support all students at risk of withdrawal or failure to complete their identified curriculum and EHCP outcomes.
* To lead sessions in Independence and Personal and Social Development, Transition and Work Experience.
* Support and encourage attendance and punctuality
* Provide break and lunchtime cover and enrichment as required
* Communicate effectively with students using their preferred mode of communication.
* Listen to and support students to resolve a range of issues creating barriers to learning.
* Support and work with students on a one to one basis or in small or large groups.
* Work independently and under the support and guidance of other staff to ensure students are effectively supported.
* Have an enthusiasm for the role which motivates and supports other staff and encourages a shared understanding of the contribution the College can make to all aspects of students’ lives.
* Encourage students to become as independent as possible taking into account their individual needs.
* To support and implement the College’s quality framework and improvement programmes, including the development of learning support and teaching.
* Support internal quality assurance activities within the various pathways as directed.
* To provide accurate detailed reports on the performance of students as requested.

**Curriculum and Planning**

* Liaise with the Tutors and Hub Managers to ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum area. Contribute to the day to day running and effective management of all learning areas.
* Organise and run extracurricular and off site activities during lunch times, evenings and when required during the weekend.
* Assist Tutors with the development, implementation and updating of targets, providing accurate objective feedback and reports as required.
* Be accountable for effective support so that students needs are met and they achieve to their potential.
* Support all students to develop independence and interdependence in their learning particularly in the areas of personal and social development, wellbeing and health promotion.
* Ensure behaviour is managed effectively so that high quality learning can take place.
* Contribute to student focus meetings and adhere to behaviour strategies whilst supporting staff to monitor and evaluate behaviour.
* Engage with all staff to ensure that high quality learning experiences take place.
* To promote and support the integration of ICT into learning, teaching and assessment.

**Quality and Standards**

* Raise standards and foster an ethos of excellence and endeavour to give every student the opportunity to meet their potential.
* Establish productive working relationships with students, act as a role model and provide information and guidance about their own learning, behaviour and consequences of their own actions to promote self-esteem.
* Ensure adherence to the Quality Framework and provide comprehensive feedback into the annual Self-Assessment Report and Quality Improvement Plan.
* Regularly update Hub Managers and Tutors on the effectiveness of the learning within sessions.
* Improve standards of learning support by networking and sharing good practice with other Pathway Learning Mentors.
* Support all aspects of the learner journey and contribute as requested to internal and external audit processes.
* To keep all aspects of learning support under constant review and contribute to quality assurance processes.
* To critically review performance within learning environments in conjunction with other staff, develop and implement a plan for the delivery of excellence across learning pathways.
* To be aware of and monitor student targets and progression and keep Hub Manager informed of concerns.

**General**

* To strictly observe and follow staff code of conduct.
* Be aware of the responsibility for personal health, safety and welfare and that of others who may be affected by your actions or inactions
* Support the college’s implementation of all current statutory requirements, e.g. Equalities Act, Equal Opportunities, Child Protection and Data Protection (GDPR)
* To fulfil personal requirements, where appropriate, with regard to Trust and college policies and procedures, health, safety and welfare, emergency, evacuation and security
* To have responsibility for promoting and safeguarding the welfare of all students
* The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment
* To work positively and inclusively with colleagues and stakeholders so that the Trust provides a workplace and delivers a service that does not discriminate against people on the ground of their age, sexuality, religion or belief, race, gender or disabilities
* To attend training as required by the Trust to ensure that the best possible service is provided to our students and to each other.
* To observe at all times the Trust’s policies, in particular those relating to Health and Safety at Work and Data Protection.
* To undertake other duties which may be reasonably be required.