

Caedmon College Whitby

Prospect Hill, Whitby, North Yorkshire, YO21 1LA

Website: ccwhitby.co.uk

Tel: (01947) 602406 Fax: (01947) 821169

Headteacher: Keith Prytherch BEd, MBA

Age range 11-19 and adults. Number on Roll: 1100

General Learning Mentors

Relief/Supply posts

Required at various times throughout the year

Salary range: NY Band 4 (Points 9 – 13)

Learning Mentors needed to support students' learning. The role involves working on a one-to-one or small group basis to help students in a range of tasks and subjects. Students have a range of support needs, including learning, emotional and behavioural. Mentors need to be educated to Level 3 and have good literacy, numeracy and IT skills. Excellent interpersonal skills are essential.

Please telephone/access our website for further details and an application form.

NB: All postholders are subject to Criminal Records checks for the safeguarding of young people.

Applicants should enclose a letter with their application explaining how their skills and experience to date make them suitable for the post, and how they would also make a contribution towards the success of the College as a whole.

Please also include day time contact details for yourself and your referees, including email addresses.

JOB DESCRIPTION

Job Title: Learning Mentor

Job Purpose: To support teaching and other staff in assisting the delivery of the national curriculum and other learning processes, in direct contact with students. The role will involve working with both groups and individual students under the direction of the class teacher and other appropriate staff.

Main duties and responsibilities:

Supporting and Delivering Learning

- Supporting the learning process under the direction of the teaching or other appropriate staff.
- Providing, with appropriate guidance and supervision limits, educational, emotional and physical support to students.
- Providing feedback, as requested, to the class teacher or other appropriate person to support the planning and evaluation of the learning process in respect of groups and individual students.

Behaviour/Guidance/Support

- Assisting with the supervision of groups and individual students as required.
- Under the general direction of the class teacher, take part in establishing constructive relationships with parents/carers and with other agencies/ professionals.
- Assist in the implementation of appropriate behaviour management strategies.

Curriculum Resource Support

- Preparation of materials and minor clerical duties.
- Participate in relevant training as appropriate.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security.

Other

- To be aware of and implement your health and safety responsibilities as an employee and where appropriate any additional specialist or managerial health and safety responsibilities as defined in the College's Health and Safety Policy/Local Authority guidance

CAEDMON COLLEGE WHITBY

PERSON SPECIFICATION

LEARNING MENTOR

D = desirable; A = assessed through application form; I = assessed at interview

Person Specification	Skills and Attributes	Essential	D	A	I
Qualifications and experience	Good numeracy and literacy to A-level / Level 3 standard	✓		✓	✓
	An awareness of 'safeguarding of children' procedures	✓		✓	✓
	Computer literacy (use of MS Office, including word-processing, spreadsheets; email; database entry)	✓		✓	
Personal and interpersonal	Experience of administrative work in a team setting, with a good understanding of customer care	✓		✓	✓
	Able to follow administrative procedures, understand and follow instructions	✓		✓	✓
	Ability to use a range of IT programmes in an administrative capacity	✓		✓	✓
	Able to relate well to young people and adults, and deal sensitively with parents, pupils and colleagues in person and by telephone	✓			✓
	Able to prioritise own workload and work to competing deadlines	✓		✓	✓
	Able to work on own initiative and constructively as part of team, ensuring good communication and collaboration with colleagues	✓		✓	✓
	Good communication skills	✓		✓	✓
	Experience of working within a learning environment	✓		✓	✓
	Good organisation and concentration skills with the ability and willingness to learn new duties and adapt to changing circumstances	✓		✓	✓
	Ability to work well as part of a team	✓		✓	✓
	Ability to remain calm and polite under pressure	✓		✓	✓
	A flexible and adaptable approach to work	✓		✓	✓
	Able to engage and work with young people, including those who are disaffected	✓		✓	✓
	Good time management skills	✓		✓	✓
	Demonstrates a "can do" attitude including suggesting solutions, participating and meeting expectations	✓		✓	✓
Staff Development	Evidence of commitment to continuing personal professional development	✓		✓	✓
Child Protection	A commitment to the safeguarding and welfare of young people.	✓		✓	✓