



Job title Learning Mentor

Reference

Salary £ Actual £22,783 to £24,335 pa pro rata
Pro Rata £20,361 to £21,748 pa

Location Broad Oak Campus, BB5 2AW

Hours 37 hours per week, 40 working weeks per year paid 46.6 weeks

1. Purpose

Learning mentors are responsible for the pastoral care of attending college programmes. The role will involve managing caseload learners within the college. The role will also include regular, external agencies, schools, being a point of contact for learners, co-ordinating pastoral meetings, attendance checking and weekly meetings and 1-1s with learners.

2. Main Duties and Responsibilities

- Act as a point of contact for learners, parents, carers, schools and external agencies to ensure learner success
- Monitor individual progress, attendance, achievement of grades, cause for concern, attendance at support sessions etc. and provide feedback to relevant parties
- Set and review SMART targets with individual learners to ensure progress and obtain improvement where necessary.
- Review student progress and support needs in accordance with College procedures.
- Build effective working relationships with staff, learners, schools, parents, carers and relevant external parties.
- Identify support needs and liaise with Learning Support team to ensure entitlement to support is met, and offer support for learners where appropriate
- Maintain on line student records, tracking and monitoring and appropriate learning support paperwork.
- Work with learners to ensure that they are equipped with the skills they need for the world of work and progression through college
- Close monitoring of attendance and the development of strategies for improvement
- Work closely with the Deputy Head of Faculty and Team leaders of Foundations to ensure the smooth running of the programme and regular and accurate feedback to schools
- Implement the College Retention Strategy.
- Work with the College DSL in relation to safeguarding learners and undertake appropriate training as identified.
- Promote and safeguard the welfare of children and young people that the post holder has responsibility for or contact with.
- Participate in and contributing to staff training in ongoing initiatives as required.
- Maintaining own continuing professional development in the context of the post and the College staff development policy.
- Actively promote other College policies, in particular, Inclusive Learning, Equal Opportunities, and Health and Safety.
- Responsibility for promoting and safeguarding the welfare of children, young people and vulnerable adults that the postholder has responsibility for or contact with.



JOB DESCRIPTION

ACCRINGTON AND ROSSENDALE COLLEGE

Raising access, aspiration and achievement

- Undertake any other duties that may be reasonably required, commensurate with grade and scope of this post and agreed with the relevant line manager.

This College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.