Job Description and Person Specification

Learning Mentor

Team: Curriculum

Reports to: Teaching and Learning Manager

Location: Northbrook

Job Purpose

- To provide students with a high level of mentoring support needed to achieve their programme of study.
- To focus on and take an active role in the achievement of high individual student attendance and success rates, meeting or surpassing the relevant targets for each.
- To enable and support students in attended learning sessions.
- To provide additional learner activities during times of maximised staff utilisation.

Key Responsibilities

- To motivate the individual learner and to monitor their progress in, and response to, learning, encouraging personal evaluation, reflection and target setting, using value added to measure progression.
- To agree and set with targeted individual students challenging SMART targets and enable them to achieve and excel in their studies.
- To rigorously track and monitor the attendance of each student within a cohort of tutees an, where necessary, take appropriate action to rectify poor individual performance. This will/may include sustained liaison with the student.
- To identify student needs and facilitate access to appropriate services to aid achievement, such as additional support, careers' advice and the enrichment programme.
- To liaise with subject Lecturers/Teachers, course leaders, Teaching & Learning Managers and/or Heads of Learning on issues, working in accordance to the Student Referral Policy where appropriate.
- To work in partnership with appropriate staff to enable students to meet deadlines such as: reviews, UCAS, references and course and programme targets.
- To play a key role within the "student journey" process.

Role Context

Chichester College Group expects staff to:

- Work within the context of the Group's core values, code of conduct, quality requirements and continuous improvement ethos.

- Undertake their duties in accordance with Group policy and procedures, particularly with respect to:
  - Human Resources policies and procedures;
  - Equality, diversity and inclusion policies and procedures;
  - The Group's health and safety policies and procedures;
  - Safeguarding and Prevent;
  - The Group's policy on the confidentiality of data stored electronically and by other means in line with data protection legislation.

- Keep abreast of developments in their own area of expertise and undertake staff development opportunities where identified and approved, subject to funding.

- Support and uphold the Group's environmental sustainability commitment and work towards helping the Group achieve net zero carbon emissions.

Evening and weekend work may be required.

You may be required to undertake such duties as may be reasonably required of you commensurate with this grade.

Work outside the Group must not interfere with the effective delivery of your duties. Additional work requires approval by the Chief Executive Officer.

Other supporting information can be found on the Group's website.

This job description is current at the date shown below. It is liable to variation by management in consultation with you to reflect or anticipate changes in, or to, the job.

Criteria	Essential/ Desirable	How Assessed
Experience		
Supporting young people	Essential	Application Form/ Interview/ Assessment
Experience of delivering mentoring sessions to students in a 1:1 or group situation	Desirable	
Advocating for young people	Essential	
Working in Further Education	Desirable	
Training delivery	Desirable	
Knowledge		
Understanding of the needs and progression opportunities for young people	Essential	Application Form/ Interview/ Assessment
An understanding of SMART target setting	Essential	
An understanding of equality, diversity and inclusion	Essential	
An understanding of Safeguarding	Essential	
An understanding of the relevance of digital technology to learning	Desirable	
Understanding of virtual learning environments and online learning	Desirable	
Qualifications		
Level 3 qualification (or equivalent)	Essential	Application Form/ Certificates
Level 2 literacy and numeracy	Essential	
Skills and Abilities		
Mentoring and coaching skills	Desirable	Application Form/ Interview/ Assessment
Ability to communicate to a diverse range of people at all levels, verbally and in writing	Essential	
Time management skills, organisational skills and the ability to meet deadlines	Essential	
Problem solving, resourceful approach	Essential	
Ability to work alone and as part of a team with interpersonal skills	Essential	
Attributes		
Commitment to continuous improvement	Essential	Application Form/ Interview/ Assessment
To be proactive and be able to motivate yourself and others	Essential	

Other Requirements		
Satisfactorily meeting the Group's employment checks – a Disclosure and Barring Service Check (including any relevant overseas checks), health assessment, references, qualifications and legal entitlement to work in the UK	Essential	Checks & Clearances

Any appointment is subject to the Corporation's terms and conditions of service.

Working hours per week: Up to 37 hours per week

Working weeks per year: 38 working weeks

Contract type: Fixed term until 30 July 2027

Salary: Pro rata of £27,224 per annum (Full Time Equivalent salary) (for details on the pro rata salary, see attached page 7)

Salary progression: Salary progression is achieved through annual increments, in accordance with the Group's Performance Management Scheme.

Paid annual leave entitlement: 45.2 weeks' paid annual leave in each holiday year January to December which includes your entitlement to Bank and Public holidays normally observed in England and Wales and College Closure days. This includes 5.6 weeks basic leave under the Working Time Regulations 1998 and 1.6 weeks additional contractual holiday.

Paid annual leave will rise with each year of service as of 31 December to the maximum of 7.8 weeks' as set out in the table below (5.6 weeks basic leave under the Working Time Regulations 1998 and 2.2 weeks additional contractual holiday).

Continuous Service as of 31 December	Weeks paid annual leave in each holiday year	Annual leave rate as a percentage of your contracted working weeks
0 years	7.2	16.07%
1 year	7.4	16.59%
2 years	7.6	17.12%
3 years and over	7.8	17.65%

Pension scheme: Permanent and fixed term staff (regardless of how many hours they are contracted to) are automatically opted into the Local Government Pension Scheme unless they elect to opt out of the pension. The Group contributes to this scheme and the employee contribution is determined by the level of actual pensionable pay and the guidelines given by the LGPS. Alternatively the employee may opt out within the first 3 months of employment.

Term time only: Salary payments will be paid in 12 equal instalments over the year into a bank account.

Salary on leaving: In the event that your employment is terminated by either yourself or the Corporation, your final salary will be recalculated based upon the anniversary of the date that you commenced in post and the number of working and non-working weeks from that date to your leaving date. If, on the termination of your employment, the number of non-working weeks exceeds the accrued entitlement to paid holiday up to the leaving date, the Corporation will be entitled to deduct the excess from any sums due to you, including payment of salary. If, on the other hand, your non-working weeks are less than the entitlement due to you at the leaving date, the Corporation will pay you the appropriate sum in lieu thereof.

Hours per week	Weeks per year	Pro rata Salary
14	38	£8,953.92
15	38	£9,593.49
16	38	£10,233.05
17	38	£10,872.62
18	38	£11,512.19
19	38	£12,151.75
20	38	£12,791.32
21	38	£13,430.88
22	38	£14,070.45
23	38	£14,710.02
24	38	£15,349.58
25	38	£15,989.15
26	38	£16,628.71
27	38	£17,268.28
28	38	£17,907.85
29	38	£18,547.41
30	38	£19,186.98
31	38	£19,826.54
32	38	£20,466.11
33	38	£21,105.67
34	38	£21,745.24
35	38	£22,384.81
36	38	£23,024.37
37	38	£23,663.94
37 (Full time)	52	£27,224