

JOB DESCRIPTION

POST TITLE: TUTOR/LEARNING MENTOR (TERM TIME ONLY)
POST NUMBER: WREQ4089
GRADE: LECTURER SCALE

JOB PURPOSE

- To be responsible for student mentoring, monitoring and intervention linked to level 1 learners in the faculty of Service Sectors industries and Digital.
- To support Level 1 students' induction, performance, progress, and progression.
- To be responsible for a caseload of students and to work with them in tutorial groups, smaller focused sessions and one to one.
- To check and monitor student attendance within their caseload, and to support delivery of the College's tutorial programme.
- To provide support to students and to set high standards for their behaviour and engagement with the college.
- Respond promptly where barriers to learning are identified by carrying out proactive intervention strategies referring learners to relevant support where required and monitoring their progress and altering actions to ensure success. Work with parents to address learning barriers.
- Recognise and respond promptly to the specific needs of Vulnerable Learners as well as any learner for whom there are Safeguarding concerns.
- Liaison effectively and timely across a variety of teams (curriculum and student support) to provide appropriate internal interventions and case conferencing to ensure the best possible learner outcomes for individual cohorts.

KEY DUTIES AND RESPONSIBILITIES

- Provide one-to-one and group support for their caseload of students to monitor performance and maximise achievement.
- Deliver, Group tutorials, an agreed content of activities including set themes on the delivery of key college themes such as British Values, Sustainability and others.

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- Deliver pro-active intervention assistance to students working as individuals and groups, to develop students' personal learning, knowledge, and behaviours including digital technologies.
- Actively record and celebrate student progress and success so that students are encouraged and feel supported.
- Keep up to date and accurate records of student's attendance, punctuality, behaviour and progress on the college's ProMonitor recording system adhering to the College approved processes and procedures.
- Liaise with Leaders, Managers, Lecturers and Student Support to provide wrap-around care for their students at Level 1.
- Communicate with parents/guardians/carers to support students in their education.
- Support learner progression and any other necessary tasks that support the learner onto their next step.
- Track student destinations as they leave college.
- Organise and attend meetings with staff/parents/guardians
- Take a proactive approach to ensuring the safeguarding and wellbeing of the student population including supporting the Designated Safeguarding Lead.
- Contribute to a range of cross-College events. Be the allocated first aider
- Provide absence cover for other Tutor Learning Mentors where necessary.
- Write reports, collate data, and undertake administrative tasks as required to achieve the main duties outlined above.
- To undertake any other reasonable duties within the overall function, commensurate with the grading and level of responsibility of the post.

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GENERIC TASKS AND DUTIES

In addition to the requirements of the post above, all members of academic staff are required to:

- Keep and maintain specified student records on Promonitor and other college systems as appropriate.
- Prepare, develop, and evaluate tutorial course materials, and, where appropriate, supervise course provision.
- Assist with administration, enrolment, pre-enrolment counselling, and identification of customer requirements.
- Participate in programme / school / college activities as requested, including parents' evenings, student interviews, taster sessions, and open evenings.
- Participate and undertake Staff Appraisal and CPD training, based upon an assessment of individual needs.
- Meet the requirements of the Health and Safety at Work Act 1974 and the College's Health and Safety Procedures.
- Comply with Information Security requirements, in line with Weston College policy.
- Undertake such other duties as may reasonably be required, commensurate with the grade of the appointment.

HEALTH AND SAFETY

All representatives of staff have a duty to maintain the safe and clean conditions of their workplace area and to co-operate with Weston College on matters of health and safety. This will include assisting with risk assessments and carrying out appropriate actions as required. Staff are required to refer to Weston College's Health and Safety Policies in respect to their specific duties and responsibilities.

STAFF DEVELOPMENT

All staff are required to participate fully in Weston College's staff development programmes and have a responsibility to identify their own professional development needs in conjunction with their line manager.



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CONDITIONS OF SERVICE

The College standard Contract of Service for Academic staff applies.

SALARY

Lecturer Scale, Points 1 - 4: £19,879.79 to £23,514.41 per annum (actual).

HOURS

Hours of attendance: 37 hours per week.

SPECIAL NOTES OR CONDITIONS

The post is term-time only (36 weeks – academic year). Holidays must, therefore, be taken outside the terms of the academic year. The post holder may, on occasions, be required to work irregular hours.

As a representative of Weston College, you will be committed to developing your technical skills to enhance learning, including the use of the Virtual Learning Environments (VLEs) and classroom equipment.

Weston College is committed to safeguarding and promoting the welfare of young people and vulnerable adults, and expects all staff and volunteers to share this commitment.

PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
Five GCSEs at grade 4 / C or above (or equivalent), including Mathematics and English. <i>All applicants must be able to provide evidence of a Level 2 Qualification in Mathematics and English, or be willing to undertake the qualification whilst in post (with the assistance of the College).</i>	✓	
Degree-level qualification.		✓
Safeguarding qualification at Level 2 or a willingness to work towards.	✓	
Experience of or willingness to work in a support role with young people.	✓	
An understanding of the issues facing young people progressing from school to college and beyond.	✓	
Ability to work with and motivate young people both individually and in groups.	✓	
Ability to work cooperatively with a range of people.	✓	
Ability to contribute to the wider student experience internally and externally.	✓	
Ability to work under pressure and to meet deadlines.	✓	
Highly motivated.	✓	
First Aid Qualification		✓
Excellent organisational and administrative skills.	✓	
Excellent interpersonal skills and ability to work in a team.	✓	
Computer literate.	✓	
Setting and achieving high standards for yourself and your students.	✓	
Promotion a culture of involvement, listening and being responsive to students' needs.	✓	
Willingness to work outside of normal hours at times as relevant to achieve targets and meeting the needs of the College.	✓	