

Job Description

Group Member:		Keighley	
Job Title:		PDBA Mentor	
Reports to:		PDBA Lead	
Job Grade	LEG A	Department	Study Programmes

ROLE SUMMARY:

This exciting role aims to support learners further by providing wrap around support within personal development, behaviour and attitudes.

SPECIFIC ROLE RESPONSIBILITIES:

1. Give academic and development support and coaching to all learners within study programmes
2. Work hard to develop effective relationships with learners in a variety of ways including role modelling mutual respect and high aspirations. Motivate and inspire learners to always try their best and show respect.
3. Foster effective relationships with other key stakeholders including learners' parents/carers and other internal and external professionals.
4. Support interventions for whole groups or individual learners to help and support learners both academically and developmentally, often in conjunction with the relevant staff.
5. Set targets with individual learners to assist in their academic or development progress, including at Personal Progress Days and the writing of Parent/Carer reports.
6. To work within Keighley ethos and culture as well as using relevant tools and concepts
7. Update, reflect and maintain tracking systems continuously, allowing you to recognise the need for interventions and subsequently putting them in place.
8. Assist staff members by continuously working to improve or maintain high levels of attendance and assist in putting interventions in place when required.
9. To assist the relevant staff in creating and adapting personal development topics including assisting with the creation of resources.
10. Assisting with the development of appropriate resources to support learning. Job Description
11. Support and visit learners on work experience placement including delivering work experience content and helping them obtain a suitable placement.
12. Support groups of learners on their vocational days by working with the relevant departmental staff.
13. Attend meetings and undertake exam invigilation duties when required.

14. Participates in and supports educational visits and outings to enhance the learner experience which may include responsibility for a small group
15. To complete all administrative tasks in a timely and accurate manner meeting deadline when set.
16. Assisting in the presentation of display boards to enhance the learning experience and celebrate the achievements of learners
17. Take part in Staff Development Programme including attending training days and twilights.
18. To act as a role model to others, demonstrating high standards of professionalism in all aspects of the role
19. Ability to participate in evening/weekend work as required

CORE RESPONSIBILITIES:

23. To support and progress development and learning at all times.
24. To deliver small group interventions.
26. To assist teaching staff in the classroom by working 1-1 with learners or in small groups
27. Any other suitable and appropriate duties as determined by the line manager
20. Any other duties that are specific to the department
21. Assistance in the preparation, support and participation of examinations and invigilation across the Group

GENERAL LUMINATE EDUCATION GROUP RESPONSIBILITIES FOR ALL STAFF:

- Maintain and update knowledge of the subject/professional area and co-operate in any staff development activities required to effectively carry out the duties of the post.
- Comply with safeguarding procedures, including the promotion of the welfare of children and vulnerable adults.
- Comply with all relevant policies and procedures.
- Act with honesty and integrity to maintain high standards of ethics and professional standards.
- Use and promote restorative practice approaches.
- Comply with all legislative and regulatory requirements.
- Promote a positive image of the Luminate Education Group and member organisations.
- Any other duties commensurate with the level of the post, which may be required from time to time.
- Embody the Group's Values:

Kindness

Creating communities where people can be authentic and true to themselves with support, trust and guidance from those around them

Ownership

Using our robust business planning model to allow areas to have clear ownership over their vision and performance

Enjoyment

Collaborative

Fostering environments that enable staff and students to be brave, interact and have fun

Proactively seeking opportunities to create synergies and positive outcomes for all

Passion

Encouraging all to have aspiration and passion in everything they do.

Creative

Always hungry to learn and looking ahead so we can be responsive

Person Specification

Job Title:	PDBA Mentor
Department	Study Programmes Keighley

The specific qualifications, experience, skills and values that are required for the role are outlined below. You should demonstrate your ability to meet these requirements by providing clear and concise examples on the application form. Each criteria is marked with whether it an essential or desirable requirement and at which point in the recruitment process it will be assessed.

Methods of Assessment:

A = Application Form, I = Interview, T = Test or Assessment, P = Presentation,
C= Certificate, MT = Micro Teach

Qualifications and Attainments		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	Q1. Good general education at Level 2 or above, including English and maths.	A / I / T / P / C / MT / R
E	Q2. Appropriate qualifications and/or a willingness to undertake training/qualifications in supporting the needs of disengaged and/or disadvantaged young people.	A / I / T / P / C / MT / R
D	Q3. Mentoring and/or teaching assistant qualifications, or a willingness to work towards.	A / I / T / P / C / MT / R

Experience and Knowledge		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	EK1. Experience and knowledge of supporting young people both academically and developmentally	A / I
E	EK2. Experience and knowledge of working with disengaged/disadvantaged young people in an educational setting	A / I
D	EK3. Experience and knowledge in delivering and supporting young people on a 1-1 basis.	A / I
D	EK4. Experience and knowledge in delivering and supporting a tutor group in an educational setting.	A / I
E	EK6. Experience and knowledge in working with parents/carers and external professionals	A / I
E	EK7. Experience and knowledge of teaching/managing behaviour tools and strategies	A / I

Skills and Competencies		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	SC1. Understanding of barriers to learning and ways to overcome them, including the ability to implement effective interventions	A / I
E	SC2. The ability to form meaningful and impactful relationships quickly	A / I
E	SC3. Excellent written and oral communication skills to a range of stakeholder	A / I
E	SC4. Excellent organisational, time-management and administrative skills,	A / I

	including a high standard of computer and online abilities	
E	SC5. Able to work positively and effectively as a member of a team and on own initiative	A/1
E	SC6. The ability to adapt to change and hold key problem skills.	A/1

Behavioural, Values and Ethos		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	B1. Support and promotion of equality, diversity and inclusion	A/I
E	B2. Promotion of a safe environment for children, young people and vulnerable adults to learn in	I
E	B3. Commitment to the PREVENT agenda	I
E	B4. Commitment to professional standards	I
E	B5. Commitment to restorative practice approaches	I