

Job Description

Job Title:	14+ Academies Learning Mentor Apprentice (Level 3)
Location:	Park Lane
Salary:	L3 Apprenticeship Rate
Reports to:	Head of Year
Staff responsibilities:	N/A
Working hours:	35 hours per week
Probation period:	Six Months subject to periodic reviews
Special conditions of the post:	
Safeguarding:	All posts are subject to an enhanced Disclosure and Barring Service check.
Date of compilation:	May 2022

CORE RESPONSIBILITIES:

- *Develop an understanding of the specific needs of the students to be supported, taking into account the type of support involved.*
- *Within an agreed system of supervision and within a pre-determined lesson framework, teach whole classes.*
- *Observe individuals and groups of students' personal, social and learning achievements. Maintain appropriate records, monitor progression and attainment and provide reports and information to inform and support the assessment process.*
- *Organise and undertake activities with either individuals or small groups of students, to facilitate their emotional and educational development to enable their full potential to be reached.*
- *Monitor students conduct and behaviour throughout the learning process and intervene to resolve routine issues using appropriate techniques and skills, to de-escalate potential difficult situations or resolve simple conflict with individuals and groups, to establish and maintain a safe and calm atmosphere conducive to learning and ensure the safety and wellbeing of students, staff and visitors.*
- *Assist students where appropriate, in the proper use of learning aides and equipment and to ensure that they are readily available.*
- *Liaise with the class Teacher and /or any external support Teacher about individual learning plans (ILPs), Promonitor records and student progress.*
- *Carry out routine administrative tasks i.e. photocopying, basic record keeping, utilising IT skills.*
- *Assist with the development of appropriate resources to support learning.*
- *Assist learners in identified areas, e.g. language, behaviour, reading, spelling, numeracy, handwriting/presentation and the use of ICT*
- *Provide regular feedback about students to the Teacher and other colleagues, suggesting alternative methods of differentiation that respond to identified needs.*
- *Prepare and clear up classroom materials and learning areas ensuring that they are available for use.*
- *Assist in the presentation of displays to enhance the learning experience and celebrate the achievements of students.*
- *Participate in and support educational visits and outings to enhance the learning experience, which may include responsibility for a small group.*
- *Attend staff meetings to maintain an awareness and understanding of current issues within the college and to provide and receive information and contribute to discussions.*
- *Provide pastoral care for students.*
- *Carry out assessments of learners needs and complete relevant documentation including tracking through Promonitor to ensure that support can be claimed through the ALS budget.*

DEPARTMENTAL RESPONSIBILITIES:

- *Give academic and development support and coaching to all learners in the 14+ Academies.*
- *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.*
- *Foster effective relationships with other key stakeholders including learners' parents/carers and other internal and external professionals.*
- *Put in place interventions for whole groups or individual learners to help and support learners both academically and developmentally, often in conjunction with the relevant Head of Year.*
- *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.*
- *To work within the 14+ Academies ethos and culture as well as using relevant tools and concepts such as the effort descriptors and APLs (Academy Progress Levels).*
- *Update, reflect and maintain the 14+ Academies tracking systems continuously, allowing you to recognise the need for interventions and subsequently putting them in place.*
- *Assist other 14+ Academies staff members (including the Coordination Team) by continuously working to improve or maintain high levels of attendance and assist in putting interventions in place when required.*
- *Deliver the personal development curriculum as part of tutor time to a form group in the 14+ Academies including the collection of evidence in this respect.*
- *To assist teaching staff in the classroom by working 1-1 with learners or in small groups.*
- *Support and visit learners on work experience placement including delivering work experience content and helping them obtain a suitable placement.*
- *Support groups of learners on their vocational days by working with the relevant departmental staff.*
- *Supervise the 14+ Academies duties where required, which may include breakfast club, breaks, lunches or after school sessions.*
- *Complete registers on time and accurately.*
- *Attend meetings and undertake exam invigilation duties when required.*
- *Participates in and supports educational visits and outings.*
- *To complete all administrative tasks in a timely and accurate manner.*
- *Take part in the 14+ Academies Staff Development Programme including attending training days and twilights.*
- *To act as a role model to others, demonstrating high standards of professionalism in all aspects of the role.*
- *Any other suitable and appropriate duties as determined by the line manager.*

COLLEGE RESPONSIBILITIES:

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 and to participate in review and development schemes.

Comply with college safeguarding procedures, including the promotion of the welfare of children and vulnerable adults studying at the college and commitment to the college child protection policy.

Comply with all college policies and procedures

Reflect on and maintain knowledge of educational/professional research to develop evidence-based practice

Act with honesty and integrity to maintain high standards of ethics and professional standards.

Manage and promote restorative practice approaches and the strengthening of relationships.

Comply with all legislative and regulatory requirements.

Promote a positive image of the college.

Embody the college values: Collaborative; Inspiring; Passionate; Aspirational; Celebrate Individuality; Respectful

Any other duties commensurate with the level of the post, which may be required from time to time.

Job Description	
Compiled By:	Leeds City College
Compilation Date:	May 2022

Person Specification

Job Title:	14+ Academies Learning Mentor Apprentice (Level 3)
Department	14+ Academies

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 / C
E	Q2. Willing to work towards and complete the Level 3 Teaching Assistant Apprenticeship provided at the College	A / I / C
D	Q2. Appropriate qualifications and/or a willingness to undertake training/qualifications in supporting the needs of disengaged/disadvantaged young people.	A / I / C
D	Q3. Mentoring and/or teaching assistant qualifications, or a willingness to work towards.	A / I / C
Experience and Knowledge		
Essential (E) Desirable (D)	Criteria	Method of assessment

D	EK1. Experience and knowledge of supporting young people both academically and developmentally, including those aged 14-16.	A / I
D	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 / MT
D	EK4. Experience and knowledge in delivering and supporting a tutor group in an educational setting.	A / I / MT
D	EK5. Experience and knowledge in working with parents/carers and external professionals.	A / I
D	EK6. Experience and knowledge of teaching/managing behaviour tools and strategies.	A / I / MT

Skills and Competencies		
Essential (E) Desirable (D)	Criteria	Method of assessment
D	SC1. Understanding of barriers to learning and ways to overcome them, including the ability to implement effective interventions.	A / I / MT
D	SC2. The ability to form meaningful and impactful relationships quickly.	A / I / MT
D	SC3. Excellent written and oral communication skills to a range of stakeholders.	A / I
D	SC4. Excellent organisational, time-management and administrative skills, including a high standard of computer and online abilities.	A / I / C
D	SC5. Able to work positively and effectively as a member of a team and on own initiative.	A / I

D	SC6. The ability to adapt to change and hold key problem skills.	A / I / MT
Behavioural, Values and Ethos		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	Support and promotion of equality, diversity and inclusion	A / I
E	Promotion of a safe environment for children, young people and vulnerable adults to learn in	A / I
E	Commitment to the PREVENT agenda	A / I
E	Commitment to professional standards	A / I
E	Commitment to restorative practice approaches	A / I