



JOB DESCRIPTION

Name:

Job Title: Learning Mentor

Line Manager: Learning Support Manager

Summary of Job

To support students across the college enabling them to access learning and improve their study skills. This includes working one-to-one, in small groups and in classroom situations, based predominantly out of the study centre. The Learning Mentor is line managed by the Learning Support Manager.

Responsibilities

- To support students with learning support requirements such as Dyslexia, Autism and ADHD, including learners with Education Health & Care Plans as directed by the Learning Support Manager.
- To run group sessions delivering study skills focused support around revision techniques and planning/organisation strategies.
- To contribute to the day to day running of the Study Centre - a drop in space for all college students.
- To support students that experience difficulty with their social and emotional mental health and anxiety as required
- To keep appropriate records on the evaluation and monitoring of student progress.
- To attend relevant meetings where possible and participate in departmental developments.
- To promote the College policy of equal opportunities within the classroom.
- To contribute to the development of learning support and skills provision within the College.
- To carry out other tasks, as may be reasonably required by the Learning Support Manager.
- To demonstrate an awareness and commitment to equality and diversity, health and safety and safeguarding.
- To carry out other reasonable requests as may be required from time to time by the Principal.