



## JOB DESCRIPTION

<b>JOB TITLE:</b>	<b>Learning &amp; Development Mentor</b>
Sector/Section:	<b>Quality Unit</b>
Grade:	Scale 5
Directly responsible to:	Personalised Learning and Equality & Diversity Leader
Directly responsible for:	Pro rata case load of 16-19 mainstream full time learners

### PURPOSE OF JOB:

To provide holistic pastoral support throughout the learner journey with a focus on ensuring learners are on track to achieve their learning outcomes. To support learners to progress to further learning and employment through facilitation of the tutorial curriculum. To work in partnership with other College services to support the learner journey in particular student services and student support.

### MAIN RESPONSIBILITIES AND DUTIES:

1. Facilitation of pastoral and employability curriculum through delivery of weekly group tutorial sessions.
2. Monitoring of progress towards academic targets.
3. Setting and monitoring of aspirational, motivational and career targets towards positive destinations.
4. To facilitate the college's progression framework and ensure learner participation in the college's progression events to support positive destinations.
5. Provide responsive 1:1 support to learners based on individual need in achieving learning outcomes and intended destinations.
6. Pastoral support and liaison with college departments and other agencies.
7. Ensuring all learners are set stretching targets and facilitate support for learners whose targets are not being met.
8. To take responsibility for following up non-attendance for individuals.
9. In supporting retention, to take responsibility with course tutors for the identification and support of at risk learners.
10. Close ties with enrichment and enterprise teams to promote active learner participation.
11. Regular meetings with course teams to share information and ensure that learners at risk are being fully supported in the curriculum.
12. Undertake such duties as may be required, commensurate with the grade and nature of the post.
13. The post holder will be expected to comply with any rules and regulations which the Corporation may from time to time issue to ensure the efficient operation of its business and the welfare and interests of its students and employees.
14. To actively promote and embed equality and diversity within the College.
15. To actively contribute to the College's safeguarding children and vulnerable adult agenda.
16. In carrying out their duties the appointee must:
  - A) Comply with Health and Safety Regulations
  - B) Be aware of the College statement on Health and Safety

## **PHYSICAL CONDITIONS**

### **Place of Work**

The post holder will be based at Deane Road, however due to the nature of the post the postholder may be required to work at any premises at which it may from time to time provide services including all Community locations.

### **Working Hours**

The post holder will be expected to work such hours as are necessary for the proper performance of their duties and responsibilities.

A certain amount of flexibility is therefore required of the post-holder, whose work pattern may vary from time to time involving work on an evening or some other time outside the stated pattern as part of the working week. Such variations may, for example, operate through the calendar year covering evening classes, and will depend on departmental requirements in relation to the type of course and the numbers enrolling, the location and curriculum needs. Intended variations to work patterns will be notified as soon as possible. In normal circumstances where you work beyond your contracted number of hours, time off in lieu may be given.

### **Training**

The College wishes to encourage support staff to increase their skills and qualifications, for the benefit of the individual and the College. The post-holder may therefore, at the discretion of management, be required to undertake training and development appropriate to present and future needs of the College.

All staff will be required to participate in an annual staff development review and appraisal.

## **SOCIAL CONDITIONS**

### **Probationary Period**

If the post holder is a new employee to the College, the first 9 months of employment will be a probationary period, during which the suitability of the post holder for the position will be assessed. The Corporation reserves the right to extend the probationary period, if, in its opinion, circumstances so require. During the probationary period, the employment may be terminated either by the post holder or by the Corporation on giving one month's written notice. The Corporation's Disciplinary Procedure will not apply during the probationary period.

In the interests of health and safety, smoking is not permitted in Bolton College.

**JOB DESCRIPTION PREPARED BY: Personalised Learning and Equality & Diversity Leader**

**DATE: February 2017**