

Job Description – Learning Support Assistant (Wellbeing Mentor)



Reporting to the Endeavour Faculty Manager.

Hours: 30 hours a week, term time only

Grade: Sixth Form Colleges' Support Staff Pay Spine, Points 20-23

Reporting to the Faculty Manager with responsibility for students with learning difficulties and disabilities (SLDD), you will be part of the learning support team supporting students (both 16 - 18 and adult), in either the Mainstream or Alternative provision to benefit from their learning up to and including advanced level courses. This will involve working closely with a wide cross-section of staff including Faculty Managers, Deputy Faculty Managers and teachers.

Your work will be co-ordinated through the Faculty Manager but there will be a need to work independently and to use your own initiative. A flexible approach to scheduling work time is essential as evening work may be required depending on student needs and the requirements of their course timetables.

Key Responsibilities

- To develop a 1 – 1 mentoring relationship with SEND students where appropriate as signposted by management.
- To support teaching staff to deliver skills required for being emotionally healthy.
- To work on a daily basis with SEND students to help them develop pro-social behaviours, resilience and healthy lifestyle choices.
- To contribute to the delivery and development of the college's therapeutic programmes.
- To plan and prepare materials and resources as required.
- To monitor the effect of the role and provide regular feedback.

Key Tasks

- To work closely with faculty staff to identify SEND young people at risk of dropping out due to mental health issues including anxiety.
- To liaise with appropriate middle managers to ensure that information is shared fully.
- To work closely with faculty and support staff to progress individual learning plans, including soft outcomes, and share key student information.
- To give support to identified students at key times to encourage them to stay on course and prevent them becoming NEETS (Not in Education, Employment or Training).
- To be proactive in creating relevant support materials, to enable SEND young people understand their conditions.

- To build networks with and be an active member of appropriate local and regional partner groups or agencies
- Provide an accurate and timely report to the Endeavour Faculty Manager highlighting activities, student progress and impact.
- Undertake training where appropriate.
- In addition, other duties as required at different times of the year commensurate with the grade/post.

This job description sets out the main responsibilities for the postholder, but is not intended to be an exhaustive list. Specific duties may change from time to time without changing the general nature of the post and the postholder is expected to be flexible in the range of responsibilities they undertake commensurate with the responsibility and salary

Signed..... Date.....

Essential

- Have experience of a similar role within a post 16 educational setting.
- Qualified to at least Level 3 in a relevant subject.
- Be able to demonstrate an understanding of and empathy for students with learning difficulties or disabilities.
- Have the enthusiasm and ability for work on a one-to-one or small-group basis with young people.
- Ability to develop resources for individual students.
- Be able to demonstrate appropriate commitment to equal opportunities and inclusive learning.
- Have a good general education and be positive and enthusiastic for the value of education.
- Be a team worker
- Be fully aware of the need for confidentiality
- Be flexible in their approach to work including working hours
- Have excellent interpersonal skills
- Have self-confidence and maturity
- Have an organized by sensitive approach to work
- Have a good sense of humour and patience
- Have own transport
- Be IT literate

Desirable

- Have recent experience of a teaching and learning environment
- Degree in a relevant subject
- Involvement with writing Individual Learning Plans.