



PLUMPTON COLLEGE

Key Learning Mentor - TTO

Reporting To:	Inclusive Learning and Development Lead
Working Hours:	Part-time 1FTE 38 weeks per year (Term-Time only)
Salary:	Scale point: 16-20 £25,053- £28,039 (Full time equivalent, to be pro-rated for agreed working hours)

Job Purpose

- To support students' barriers to learning and manage a caseload of students
- To provide holistic specialist support for students with SEND in support of their progression, retention and achievement
- To support students in a range of personal and social skills to further develop employability skills
- To work closely with Student services to support students with Social, Emotional and Mental Health Needs

Duties and Responsibilities of the Key Learning Mentor role:

a.	To provide holistic support service for students with SEND for their personal, social and emotional needs alongside their learning and progression needs
b.	To support students in accessing the welfare/student services and support student retention and achievement through effective specialist support /pastoral care
c.	Liaise with College counselling services, financial and external agencies
d.	To be the main point of contact and provide specialist support for students with SEND and health needs
e.	To ensure good communication and liaison with curriculum staff relating to concerns/issues to enable students' achievement and progression and effective monitoring and where appropriate, action
f.	To support the delivery of intervention work as part of the learning support approach to personalisation of learning and support
g.	To support on occasions taster days, parents' evenings and open evenings and other college events
h.	To participate in and deliver staff training sessions
i.	To be flexible to tasks and targets being amended in- light of changing needs of the College and in order to provide further CPD
j.	To focus support to ensure good attendance, punctuality and retention for students with SpLD and to take appropriate action where these are impacted
k.	To liaise with course lecturers and administrative areas where appropriate, regarding absence notifications and reasons and any pastoral and/or health needs for students with SEND
l.	To co-ordinate ALS student surveys and collate data

Other responsibilities and duties

- a. Comply with the College's Equality & Diversity and Safeguarding policies
- b. Evaluate, reflect on and develop own practice, be responsible for own continuous professional development and maintaining accurate records of CPD
- c. Undertake such other duties commensurate with the grade of the post as may reasonably be required by the College Management Team

Qualifications / Skills / Knowledge / Qualities

It is crucial that the successful candidate shares our student-focussed values, equality of opportunity and parity of esteem for staff and students.

At Plumpton College we are:

- 1. Ambitious and Progressive
- 2. Enterprising
- 3. Professional
- 4. Passionate about everything we do
- 5. Supportive

Essential criteria for the post
a. Experience of working with young people with SEND
b. Welfare, pastoral and/or safeguarding experience
c. Good interpersonal skills with the ability to develop and maintain positive working relationships with people
d. Excellent written and verbal communication and IT Skills
e. Minimum Level 2 in literacy and numeracy
Desirable criteria
a. Specialist knowledge in one of the areas
b. Experience of working with students with SpLD /health needs

CONDITIONS OF EMPLOYMENT

Working Hours

Basic working hours are from 08.30 to 17.00 Monday to Friday, but some flexibility will be required to meet the needs of the business. This is a term time only post. There will be some evening and weekend working required to support departmental activities, and whole college recruitment and promotional events.

Annual Leave

The holiday leave for this role is incorporated into a term time only working pattern.

Continuous Professional Development (CPD)

This post will be entitled to CPD for skills updating, personal and professional development. All CPD must be planned, agreed and booked with your Line Manager.

Benefits

The candidate appointed to the post will automatically become a member of the Local Government Pension Scheme and pay contributions as determined by annual salary levels. The pension scheme includes life assurance cover, and the College will also pay a contribution towards your pension. There is also free car parking and a competitively priced dining room service.

Equality and Diversity

Plumpton College is committed to the promotion of equal opportunities and is dedicated to pursuing non-discriminatory policies and practices and eliminating unfair discrimination on any basis. This means that no job applicant will receive less favourable treatment than another on grounds of gender, marital status, age, racial origin, disability, sexual orientation or political or religious beliefs.

Criminal Record Check via the Disclosure Procedure

The Rehabilitation of Offenders Act 1974 gives individuals the right not to disclose details of certain old offences when asked about their criminal record as they may be defined as 'spent'. There are exemptions to this if the individual is offered a post which involves contact with children or regular work at an establishment exclusively or mainly for children.

The post you have applied for falls into this category and, therefore, requires a criminal background check.

If a job offer is made, you will be asked to apply for a DBS Disclosure Certificate. The Disclosure Certificate will contain details of current and "spent" convictions, cautions, reprimands or warnings held on the Police National Computer, excluding certain specified old and minor offences.

The DBS Disclosure will also indicate whether information is held on government faculty lists of those individuals who are barred from working with children or vulnerable adults (if applicable).

The post-holder cannot begin employment with the College until the DBS Disclosure Certificate is received and considered by the Principal.