

# Person Specification/Job Description

Assessment of role for Disclosure and Barring Service (DBS) checks:

Regulated Activity  Specified Place  Opportunity for contact with children

DBS checks required:

Enhanced DBS check

Barred list – Children

Barred list – Adult

**Closing date for receipt of applications:** Wednesday 11 December 2024 2024 at 12 noon

## Student Services

### Specialist Student Progress Mentor

**Motor vehicle, hairdressing, beauty and sport curriculum areas**

30 hours per week, term time only, permanent position to commence as soon as possible

**Post No.:** RS24/25/198

**Salary:** fixed point 16 (£23,827.31 pro rata)

**Responsible to:** Pastoral & Welfare Manager

**Supervisory responsibility:** No direct supervisory responsibilities

**Responsible for:** Progress Mentors have a general responsibility for overseeing the academic and social progress of the students in their care, for their general support and for setting high standards and conveying the tone and atmosphere of the College. They are at the forefront of the system of support and pastoral care in the College and should take the primary initiative in dealing with student's problems contributing to the College Retention Strategy and the development of College wide support service in line with the requirements of Equality, Diversity and Inclusion and Safeguarding. The Progress Mentor will be responsible for a caseload of students and will work with them to support their induction, performance and progression.

**Objective of the job:** To provide and facilitate a range of support for students to improve student attendance, retention and achievement and enhance the quality of the student experience by providing help with a range of financial, academic, social and emotional issues which may be of significance to the progress of the students. This involves helping students to solve problems and ensure attendance, making the most of their learning opportunities.

Candidates for the post of **Specialist Student Progress Mentor**, must possess the following qualities:

	Essential	Desirable	Where identified
<b>Qualifications</b>	Level 3 relevant qualification  Mentoring qualification or other appropriate qualification  Teaching Qualification: PTLLS or equivalent (or willing towards within 1 year)  Safeguarding Level 1 (to be achieved within 6 weeks)  Level 2 in Literacy (or willing to work towards within 2 years)	IT qualification  Level 2 Equality & Diversity  Counselling qualification  Business Administration qualification  Teaching Qualification: CTLLS  Educated to Degree level	Application Form Certificates

	Essential	Desirable	Where identified
	Level 2 in Numeracy (or willing to work towards within 2 years)		
<b>Experience</b>	Experience of working in an advisory/supportive role with a range of learners  Working in partnership with other agencies and stakeholders		Application Form References Interview
<b>Knowledge and skills</b>	Ability to establish positive and supportive working relationships with young people  Working knowledge of support agencies  Good organisational skills  Excellent listening skills  Ability to keep accurate and concise notes and records  Excellent team player with strong communication skills-verbal and written, to support effective interaction with colleagues, managers, support staff, students, parents/carers and external agencies	Knowledge of student support mechanisms and administration	Interview References
<b>Personal qualities, attitude and behaviours</b>	Non-judgemental  Calm  Willingness to work flexibly  Ability to maintain confidentiality  Ability to work on own initiative and as part of a team		Interview

## Section A • Primary Responsibilities

### 1. College Strategy

All members of staff have an important role to play in achieving the vision, mission and values stated in the College's Strategic Plan.

Bishop Auckland College's mission: ***Creating positive change through education and learning.***

### 2. Quality Matters

All members of staff are responsible for the quality of their own work and for the operation of the relevant parts of the College's Quality System. This will involve operating the appropriate Quality

procedures applicable to the job to ensure that students, customers, and clients have their needs and expectations identified and fulfilled.

### 3. Staff Development

All members of staff will participate in the College's Staff Development Programme, we aim to maximise staff potential for the individual's benefit and in ensuring continual improvement in the quality of services provided by the College

### 4. Client Focus

All members of staff are expected to manage and develop their role and responsibilities to focus on improving the College services to students and other clients. The individual should represent and market the College at any appropriate opportunity.

### 5. Overall Responsiveness

Working flexibly, efficiently and in full cooperation with other staff to maintain the highest professional standards and to promote and implement the strategy and policies of the Corporation.

Ensure that established standards and targets are achieved as part of the efficient and effective service provision within the College.

Undertaking other such duties and responsibilities as are required to provide the service expected from the College.

### 6. Health and Safety

All members of staff are responsible for ensuring safety within their working area, for ensuring that risk assessments are carried out and that appropriate actions are taken if problems are identified. All staff are required to assist the College's Health and Safety Officer in the implementation of measures to ensure that all health and safety requirements are achieved.

### 7. Risk Management

All members of staff will adopt best practices in the identification, evaluation and cost-effective control of risks to ensure, as far as possible, that they are eliminated or reduced to a level that is acceptable to the College.

### 8. Safeguarding

All staff have responsibilities in relation to safeguarding. It is expected that all staff make themselves aware of the Safeguarding/Child Protection Policy. All staff will be expected to participate in regular safeguarding training. All staff will need to comply fully with legislation and College policies and practices to ensure learners are safeguarded and protected.

This role will involve engaging in 'regulated activity'.

Due to this post being regulated activity, we ask questions about your entire criminal record, including 'spent' and 'unspent' convictions as defined in the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020.

## Section B • Specific Responsibilities

Initial allocation of functions of which the post holder will have direct responsibility:

- a) To provide support for a caseload of learners during the year to monitor performance and maximise achievement

- b) Record and follow up student absences liaising with tutors, parents/carers and other relevant parties as appropriate, monitoring attendance, punctuality, commitment and general conduct
- c) Monitor and record progress on programme of a cohort of learners liaising with tutors, parent/carers, LSAs and other relevant parties to support learners' achievement
- d) Identify, facilitate and monitor the support needs of learners working closely with staff within a curriculum area and other support staff to making referrals to specialist agencies as appropriate; to include financial, academic, social and emotional issues which may be of significance to the progress of the student
- e) Investigate, record and provide support and mediation to resolve incidents including student misbehaviour, bullying and conflict, liaising with tutors, managers and parents/carers as appropriate
- f) Assist with the maintenance and further development of links with external agencies and attend external meetings with agencies if required
- g) Assist with the operation of safeguarding, disciplinary, and risk assessment procedures
- h) Contribute to the collation of information and data on student progress to inform performance reviews and preparation of reports
- i) Provide a safe and secure environment at all times adhering to the College Health and Safety Policy and supporting the Safeguarding Team, if required
- j) To understand and use the E-Personal Learning Plan system to record student interventions, to use information provided by others to plan and deliver appropriate student interventions and oversee the student's E-Personal Learning Plan ensuring information is accurate and appropriate
- k) To contribute to the college destination data collation of students as they leave college
- l) To support and coach students in achieving their full potential through robust action planning and target setting
- m) To monitor student progress against their minimum expected grades
- n) To contribute to the planning and provision of learner tutorials where appropriate
- o) To advocate on behalf of learners to ensure their teaching and welfare needs are addressed
- p) Take responsibility for the College promotion and activities in relation to a particular theme eg Equality Diversity and Inclusion, Health and Wellbeing, Safeguarding
- q) To attend internal and external events as required
- r) To support and further develop the effective operation and quality improvement of Student Services
- s) To work as part of a multi-skilled team operating on a flexible basis within the Student Services section providing assistance when required for other functions to maintain an effective operation
- t) Any other duties as requested by Line Manager
- u) This post is required to be flexible in relation to hours of work to suit service needs

## Section C • General

This job description is current at the date shown below. However, in consultation with the post holder, it may be liable to review and variation to reflect changes in the College environment.



# Person Specification/Job Description

Bishop Auckland College has an Equality, Diversity and Inclusion Policy and expects all members of staff to support the policy by behaving in a non-discriminatory way in terms of employment, the curriculum and student entitlement. Bishop Auckland College is committed to promoting diversity and equality of opportunity.

All members of staff are expected to maintain a high level of security and confidentiality of information in their work at all times.

Name: .....

Signature: .....

Date: .....

**Last updated: November 2024**