

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 17 July 2024 at 12 noon

Durham Gateway (14-16 Alternative Provision)

Pastoral & Learning Mentor

Durham Gateway – 14-16 alternative provision

34 hours per week, term time only (plus 1 week), permanent position to commence as soon as possible

Post No.: RS23/24/270

Grade: Fixed point 15 (£22, 934.08 pro rata)

Responsible to: Head of Durham Gateway

Supervisory responsibility: No direct supervisory responsibilities

Responsible for: Supporting the students' personal, social and educational needs, supporting the teachers in the classroom and general alternative provision environment and contributing to the overall ethos, work and aims of the department.

Objective of the job: As above

Candidates for the post of **Pastoral & Learning Mentor**, must possess the following qualities:

	Essential	Desirable	Where identified
Qualifications	<p>CACHE L3 Teaching Assistant/ PTTLS or equivalent Level 3 qualification in supporting in the classroom (or willing to work towards within 1 year)</p> <p>Safeguarding Level 1 (to be achieved within 6 weeks)</p> <p>Level 2 in Literacy (or willing to work towards within 1 years)</p> <p>Level 2 in Numeracy (or willing to work towards within 1 years)</p>	<p>IT qualification</p> <p>Level 2 Equality & Diversity</p> <p>Level 3 Adult Subject Support</p> <p>Relevant vocational qualification</p> <p>Team Teach trained (or willing to gain within a specified period of time)</p>	<p>Application Form</p> <p>Certificates</p>
Experience	<p>Experience of working as a Teaching assistant in or in a similar role previously in KS4.</p>	<p>Experience of supporting specific learning difficulties and disabilities</p> <p>Experience of working in an Alternative Provision or similar setting</p>	<p>Application Form</p> <p>References</p> <p>Interview</p>
Knowledge and skills	<p>Excellent communication skills</p> <p>Competent in basic IT skills</p> <p>Understanding the need to develop independence</p>	<p>Familiar with SEND code of practice</p> <p>Dyslexia awareness</p> <p>Deaf awareness / Basic signing skills</p>	<p>Interview</p> <p>References</p>

Person Specification/Job Description



	Essential	Desirable	Where identified
	Willing to undertake relevant CPD	Counselling Knowledge of specific disabilities and learning difficulties First Aid Safe Driver award	
Personal qualities, attitude and behaviours	Reliable Organised Empathy Calm manner Ability to work effectively as a team member Ability to maintain confidentiality Flexibility in relation to scheduled working hours		Interview

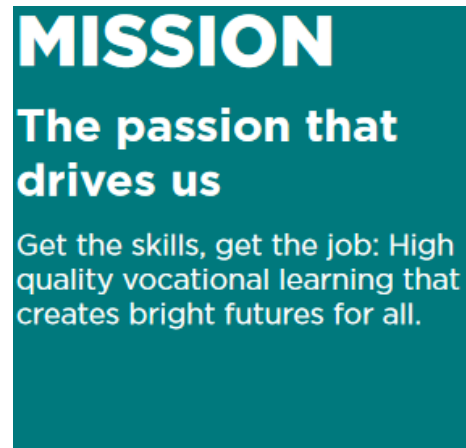
Section A • Primary Responsibilities

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.



VISION
Shaping the future
The Bishop Auckland College Group will continue to evolve by responding to individual, community and business needs with high quality specialist provision that builds prosperity for all people and catalyses local economic regeneration.



MISSION
The passion that drives us
Get the skills, get the job: High quality vocational learning that creates bright futures for all.

These are the values that guide all of our activities:



CAREER AHEAD with 

C ARING	We are passionate about people and concerned for the wellbeing of all students and staff, our communities and the environment
A MBITION	We empower students and staff to aim high and achieve their full potential
R ESPECT	Regardless of our differences, everyone is valued and treated with kindness
E QUALITY	We are inclusive and enable all members of our community to thrive
E XCELLENCE	We strive for exceptional standards in everything we do
R ESILIENCE	When faced with challenges, we work together to adapt and bounce back more determined than before

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 develop an understanding of the special educational needs of the student/s concerned.
- b) To take into account the student/s' individual needs and ensure their access to the lesson and its content through appropriate clarification, explanations, equipment and materials.

Person Specification/Job Description

- c) To build and maintain successful relationships with students, treat them consistently, with respect and consideration.
- d) To help promote independent learning.
- e) To help reinforce learning.
- f) To assist students with physical needs.
- g) To help students record work in an appropriate way.
- h) To develop study and organisational skills.
- i) To help keep the students on task and to build motivation.
- j) To model good practice.
- k) To help build the student/s' confidence and enhance self-esteem.

In relation to the Teacher

- l) To have formal and informal meetings with teachers to contribute to planning lessons / activities.
- m) To prepare materials and resources.
- n) To prepare students beforehand for a task.
- o) To work on differentiated activities with identified groups.
- p) To support the teacher in implementing specific teaching programmes.
- q) To supervise practical tasks.
- r) To carry out structured classroom assessment/ observation and feedback outcomes.
- s) To be involved in keeping records and evaluating identified students' progress.

In relation to Durham Gateway

- t) To work as part of the team in relation to individual students, liaising, advising and consulting where appropriate.
- u) To support implementation of policies and procedures, including those relating to confidentiality and behaviour.
- v) To identify personal training needs and to attend appropriate internal and external in-service training.
- w) Any other tasks as directed by the Head Teacher and Deputy Head Teacher which fall within the purview of the post.

All Durham Gateway staff are expected to:

- x) Work towards and support the vision and ethos;
- y) Support and contribute to the responsibility for safeguarding students;
- z) Work within the health and safety policy to ensure a safe working environment for staff, students and visitors;

Person Specification/Job Description



- aa) Work within the equal opportunities policy to promote equality of opportunity for all pupils and staff, both current and prospective;
- bb) Maintain high professional standards of attendance, punctuality, conduct and positive, courteous relations with pupils, parents and colleagues;
- cc) Engage actively in the performance review process;
- dd) Adhere to policies and procedures as notified to staff;
- ee) Undertake other reasonable duties related to the job purpose required from time to time.

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.

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: June 2024