



## Job Description

**Job Title:** Learning Support Mentor (Teaching Assistant)

**Responsible To:** Lead Teacher

### Key Objectives:

- a) To support the Lead Teacher
- b) Facilitate educational/alternative element of Engaging Potential Provision

### Key Activities:

#### Learning Support Mentor

- To be part of a team who plans and organises students formal programme of learning
- To plan sessions with clear and suitable objectives that support reaching the agreed goal
- To prepare sessions which build on previous learning and which encourage students to question
- Support students in study skills and strategies and assist them in improving their own learning and social skills
- To work with students in the development of their Student Action Plan and to assist individuals to achieve the agreed goals set out therein
- Plan and lead sessions on a 1-1 basis and/or group settings as required and appropriate
- To record observations accurately and use this information to inform de-briefs, team meetings, reports, formal assessments and other appropriate recording systems
- To ensure relevant resources, equipment and materials are prepared and available for each session
- Supervise students during organised outings, group work and individual sessions as necessary
- Ensure paper based and computerised information systems are maintained in order that information is up to date and relevant
- To invigilate exams and act as a reader/scribe for young people as required

#### Administration

- Set up and maintain files for each participant and record relevant information in order to track progress and meet the monitoring requirements as defined by line managers and partner organisations
- Record, maintain and ensure student profiles are accurate and up to date
- Produce reports and case studies when required
- Complete Risk Assessments when appropriate
- Complete all reports/documentation accurately on a daily basis
- Support Centre Manager in all timetable related activities
- Identify and source appropriate work experience placements for young people

#### General

- Carry out all duties within the spirit and requirements of the Engaging Potential Equal Opportunities policy and procedures, actively promoting positive action and seeking to challenge and overcome disadvantage and discrimination
- Attend and participate in team meetings as appropriate
- Act at all times within Engaging Potential's Guidelines and **ALL** Policies and Procedures
- Promote Engaging Potential's good name

- Establish and maintain effective working relationships with co-workers, clients and other professionals
- Carry out such other duties as may be agreed with line manager from time to time
- Pursue the development of skills and knowledge necessary for the effective performance of the role in liaison with your line manager

### **Special Notes and Conditions**

This job description has been prepared to meet the particular circumstances that currently apply. It will be reviewed periodically against the needs and developments of Engaging Potential

- In line with all other posts at Engaging Potential, the performance and development needs of the post holder will be reviewed against criteria agreed with the post holder by his/her line manager and set out in supervision
- The post holder must be able to travel to and from work from locations outside the normal work base as may be required

### **Safeguarding and Vetting Requirements**

Engaging Potential is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The successful candidate will be expected to undergo the necessary DBS and other relevant clearance checks in respect of:

- Satisfactory and up-to-date references
- Enhanced Disclosure and Barring Service (DBS) checks.
- Declaration of pending prosecutions, convictions and cautions.
- Qualifications
- Health Screening (if appropriate)
- Identity
- Work Permits (if applicable)

This post is subject to a six-month probationary period.

### **Equal Opportunities: Statement of Intent.**

Engaging Potential aspires to equality of opportunity in its recruitment and professional practices (i.e. applicable to programme young people and to staff) and will not tolerate discrimination on the basis of gender; nationality; race; ethnicity; age; disability status; sexual orientation; religion; belief; creed or any other grounds which may lead to discrimination. The management team encourage contact from anybody with concerns or comments about Engaging Potential's policies or practices.