



JOB DESCRIPTION

Job Title: Instructing Learning Support Mentor
Directorate: Supported Learning
Reporting To: Head of Supported Learning/Head of Learning Support
Date JD produced/revised: September 2020

The primary purpose of this job role is to;

1. To provide instructing and learning support cover across the Directorate of Supported Learning during periods of planned leave, sickness and training.
2. To work across all Supported Learning campuses, Cambridge, Huntingdon and St. John's College to provide continuity of learning experiences.
3. To carry out high quality cover in sessions, following a provided scheme of work, lesson plan and resources.

The primary duties, tasks and responsibilities of this job role are to;

1. To provide short-term cover for absent teachers, instructors and learning support staff when necessary. Providing business continuity and familiarity for students.
2. To offer 1:1 booster sessions and/or catch-up sessions to learners who require additional supported learning time.
3. Support learners offering them learning support and mentoring for their learning.
4. Assess and mark work in line with College Certificate outcomes or awarding organisation criteria, in consultation with the Team Leader or Learning Support Manager.
5. Liaise with the Head of Department, Team Leaders, Learning Support Managers and other staff to ensure the smooth operation of cover activities.
6. Work collaboratively and flexibly across the Directorate to ensure the needs of the learners are met.
7. Support the team to enable continued high quality learning opportunities.
8. Attend college open days and other events to promote the college and provide support to other staff as directed.
9. Ensure any contact with external partners, suppliers, parents and other stakeholders etc is carried out in a professional manner so as to maintain the high standards expected. Maintain a smart and professional personal appearance at all times.
10. Attend and contribute to team meetings.
11. Undertake such other duties as may be required commensurate with the grade, at the initial place of work or at any other College site, as agreed with the Head of Department or the Supported Learning Director.

This Job Description provides an overview of the primary duties of the post at this point in time; your duties will include but will not be limited to those detailed. It is anticipated that the content of posts will evolve and change over time, providing further opportunities for professional growth and development. As such the balance of duties within the job description will change within the broad remit of the post.

General responsibilities:

1. To observe all college policies, procedures and working practices.
2. To ensure safeguarding of learners and staff.
3. To strive towards continuous improvement and to foster strong teamwork .
4. To undertake any other duties which are reasonable within the scope and grade of this post
5. To ensure the effective implementation of the College's Equality and Diversity Policy and supporting action plans.
6. To contribute towards the delivery of high quality education for all students.
7. To act as an ambassador for the College in all aspects of work.
8. Responsible for implementing published College and individual Department's policy and procedure to ensure the health, safety and welfare of all staff coming within your area of control and for ensuring that staff, students and visitors, within your area of control, are provided with appropriate information, instructions and supervision to ensure safe working practices within the College.
9. To take reasonable care of your own health, safety and welfare and that of any other person who may be affected by your actions whilst at work. You are also required to co-operate with the College to enable it to fulfil its legal duties and responsibilities.

Special conditions or working arrangements applicable to this role are;

Due to the nature of the post, the post holder is required to hold an enhanced DBS disclosure check deemed acceptable to the College and to be re-checked every 4 years.

The post holder will be required to work between sites and ideally should be able to drive and have access to a car.

Cambridge Regional College is committed to safeguarding and promoting the welfare of children and young people. Therefore, we expect all workers and employees to share this commitment.

Please note that this job description is current as at the date shown above. In consultation with you, it is liable to change to reflect changes in the job.

Terms and Conditions	Details
Salary Scale	Instructor Scale 1
Salary: (to be pro rated if part-time)	£19,147.60 - £20,255.86 per annum (actual) £22,443 - £23,742 FTE
Superannuation Scheme:	Local Government Pension Scheme
Number of hours to be worked per week	37 hours per week
Full year or term time only contract	Term Time (38 weeks per year)
Contract type	Permanent

Cover Supervisor

ATTRIBUTES	ESSENTIAL ATTRIBUTES CANDIDATES MUST HAVE ON ENTERING THE ROLE	ADDITIONAL KEY ATTRIBUTES ALREADY HELD OR TO BE DEVELOPED TO PERFORM THE ROLE	ASSESSMENT METHOD e.g., application form, interview, tests
Qualifications	<p>A sound education to level 2 or equivalent</p> <p>Level 2 English and/or maths.</p> <p>Level 3 preparing to teach qualifications or Higher level teaching qualification.</p>	<p>Experience of teaching, instructing or leading small group work sessions.</p>	<p>Application form</p>
Related Experience	<p>Experience of working within a relevant supported learning or inclusive learning team.</p> <p>The ability to carry work flexibly and confidently at short notice.</p>	<p>Experience of working within a similar Further Education role.</p> <p>Experience of working with young people with SEN needs.</p>	<p>Application form</p> <p>Interview</p>
Special Circumstances	<p>Must be flexible and adaptable to the changing needs of the role.</p> <p>Must be prepared an able to work at short notice at any campus.</p>		<p>Interview</p>
Knowledge, skills and abilities	<p>Confident, practitioner, able to lead small group sessions.</p> <p>Thorough, methodical approach to marking work and giving</p>	<p>Experience of working within a similar Further Education role.</p> <p>Experience of working with young</p>	<p>Application form</p> <p>Interview</p>

	<p>appropriate feedback to learners.</p> <p>An awareness of basic health and safety issues.</p> <p>Ability to use PC related applications including email, word processing and basic spread sheets.</p>	<p>people with SEN needs.</p>	
<p>Disposition and approach</p>	<p>Adaptable, flexible and able to work on own initiative.</p> <p>Ability to communicate effectively.</p> <p>Confident, self-starter with a can-do attitude.</p> <p>Maintain a professional personal appearance.</p> <p>To promote and safeguard the welfare of children and vulnerable Adults.</p> <p>Commitment to equality & diversity.</p>	<p>An awareness of the needs of students.</p> <p>Adherence to safeguarding.</p> <p>Ability to direct support staff effectively to maximise progress and impact on learning.</p>	<p>Interview</p>