

Westminster Kingsway College - Job responsibility outline

Title: KS4 Behaviour and Learning Mentor
Hours: 30 hours per week
Contract: Term Time only
Location: Kings Cross
Salary: £16.69 per hour

Purpose of the Job:

You will be responsible for providing effective pastoral support, mentoring, and ensuring behaviour in and outside of the classroom is well managed across the Key Stage 4 faculty. Key Stage 4 is an alternative education programme aimed at 14–16-year-olds starting a new pathway within a FE mainstream setting.

Department:

KS4 14-16 Alternative Provision

Reporting To:

Curriculum Manager for KS4

Main Tasks

Summary: -

1. To provide effective pastoral support, mentoring and challenging behaviour to a range of 14-16 learners on alternative provision.
2. To contribute to the planning and development of the department.
3. To develop resources to help support learners and lecturers.
4. To maintain accurate data and prepare statistical returns.
5. To comply with college quality monitoring policies and procedures.
6. To actively participate in the appraisal scheme.
7. To attend course team/ departmental meetings as appropriate.
8. To contribute to appropriate administration tasks including writing regular references and reports on students for employers and for any other purposes.

The post holder will also be expected to:

- 1 Demonstrate model behaviours that, always, are consistent with an open, inclusive and participative style.
- 2 Be proactive in identifying and pursuing opportunities that are appropriate to maintaining his/her continued professional development.
- 3 Demonstrate a commitment to the development and practice of equal opportunities in every aspect of the life of the College.
- 4 Abide by the College's data protection policy.
- 5 Actively participate in the appraisal scheme.

- 6 Participate in the implementation of and compliance with the provisions of legislation and good practice relating to health and safety.
- 7 Carry out work in a manner and framework that is consistent with the College's requirement to safeguard children and vulnerable people.
- 8 Work within the College values.

The scope of this profile reflects the needs of the College at the present time: it is not intended to be a fully inclusive or exhaustive list. The post holder will therefore be expected to work flexibly and to undertake such other duties as may from time to time be reasonably allocated by the line manager. The profile will be subject to continuous review as the needs and requirements of the College change over time.

Person Specification: Lecturer –English

Area to be assessed	Essential	Desirable	How this will be assessed*
<i>Qualifications</i>	<ol style="list-style-type: none"> 1. An Honours Degree in English or a related subject. 2. A full recognised teaching qualification or working towards it. 	<ol style="list-style-type: none"> 1. Behaviour management qualification Level 2 or above 	<p>AF AF</p>
<i>Professional development</i>	<ol style="list-style-type: none"> 3. Experience of ongoing professional updating and development in relevant fields. 		AF, I
<i>Knowledge</i>	<ol style="list-style-type: none"> 4. An interest in and an understanding of the learning needs of students at this level. 5. Good knowledge of managing challenging behaviour. 6. An understanding of the reasons for an Equal Opportunities Policy and how it affects the immediate working environment and relationships with clients. 7. An awareness of safeguarding and how it relates to the work of this post in a further education College. 		<p>AF, I, T</p> <p>I, T</p> <p>I</p> <p>I</p>
<i>Experience</i>	<ol style="list-style-type: none"> 8. Experience of working with 14–16-year-old learners in Alternative Education or Pupil Referral Units 9. Experience of mentoring 14–16-year-olds. 10. ICT literacy, including experience of using ICT in the classroom. 11. Excellent classroom skills with the ability to employ a range of strategies to support students in the promotion of active learning. 12. Excellent behaviour management skills and experience of working with challenging young people 	<ul style="list-style-type: none"> • Experience of successfully supporting students' progress through tutoring. 	<p>AF, I</p> <p>AF, I</p> <p>I, T</p> <p>I, T</p>
<i>Skills and Qualities</i>	<ol style="list-style-type: none"> 13. An ability to design, develop and deliver high quality training to the team on managing and supporting challenging behaviour. 14. The ability to work enthusiastically and professionally. 15. Good interpersonal skills and written and oral communication skills. 16. Good organisational skills and high attention to detail. 17. The ability to plan and monitor one's own workload to ensure that deadlines are met. 18. The ability to work effectively as a team member. 19. A flexible approach to work in order to achieve deadlines. 20. The ability to maintain records and produce relevant documentation as required. 	<ul style="list-style-type: none"> • Excellent administrative and IT skills. • An ability to design, develop and deliver high quality training. 	<p>AF, T</p> <p>I, T</p> <p>I, T</p> <p>AF, I, T</p> <p>I, T</p> <p>I, T</p> <p>I</p> <p>I</p> <p>I</p>

*AF (Application form), I (Interview), T (Task).