



**Job Title:** College Learning Mentor – **TEMPORARY POST UNTIL JUNE 2019**

This post will be based at York College, with the possibility of some work at Askham Bryan College

- **Salary:** NJC point 12 (£8.90 per hour)
- **Hours of Work** – Variable – during college term time only

*You will be recruited to join a team of Learning Mentors. Hours worked are variable, in line with demand and in agreement with the Sixth Form Co-ordinator. You will be free to undertake roles elsewhere and to negotiate your availability for this work.*

**Aim and main purpose of the job**

To provide support for St John's students attending lectures in FE colleges

**Job Description**

The responsibilities of the post include:

- Taking notes for deaf students during lectures and practical sessions
- Ensuring that students are able to access all information during lectures
- Providing appropriate levels of support and guidance according to the needs of the students
- Liase with the Post 16 Co-ordinator both informally and via the student support file.
- To work as a flexible, collaborative team member.
- To participate in training as appropriate.
- Maintain friendly, helpful and unobtrusive relationships with college staff
- Contributing as required to record keeping according to school policies and guidelines.
- Maintain confidentiality at all times in respect of school-related matters and to prevent the disclosure of confidential and sensitive information
- Undertake training and development activities
- Establish constructive relationships and communicate with other staff and external agencies
- Play a full part in the life of the school community, supporting the ethos, rules and regulations
- To adhere to school policies and procedures.
- To work across the different sites as required.
- Any other duties as requested by the School's management that are deemed to be within the skills and capabilities of the post holder.

**St John's School for the Deaf and all its personnel are committed to safeguarding and promoting the welfare of children and vulnerable adults. All staff are expected to share this commitment**

## Person Specification

	Essential	Desirable
<b>Job Specific Attributes</b>		
Educated to A level standard or equivalent, or able to demonstrate the ability to understand and explain academic concepts across a range of subjects	✓	
Knowledge and experience of working with young people	✓	
Ability to write legibly an speed and under pressure	✓	
Practical IT skills (MS Office / internet usage )	✓	
Ability to work as part of a supportive team.	✓	
Experienced and qualified BSL communicator		✓
<b>General Attributes</b>		
Focus on the needs of each child and respond flexibly to them	✓	
Listen carefully and communicate relevant information clearly and effectively	✓	
Respect and value everyone, and the school's Catholic ethos	✓	
Be honest, open, act with integrity and respect confidentiality	✓	
Work reliably to a high standard and within agreed procedures	✓	
Have an organised approach, plan effectively and work accurately to meet deadlines	✓	
Understand and respect the role of all colleagues and work collaboratively with them	✓	
Committed to professional development and use the learning / skill to continually improve at St John's	✓	
Always act in the best interests of the school and its pupils	✓	