

## Job Description – Study Skills Mentor- Apprenticeships

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| Role Title: Study Skills Mentor- Apprenticeships               | Salary: Grade 6                                   |
| Normal Place of Work: South Bristol Skills Academy and Parkway | Line Manager: Tianna Lake- Study Plus Team Leader |
| Normal Working Hours: 37hrs                                    | Responsible For: N/A                              |

### Purpose of Role

This position is integral to fostering an inclusive environment within our College, specifically supporting identified adult and apprentice learners, including those with an Education, Health and Care Plan (EHCP), with their studies/qualifications. As a key part of our Additional Learning Support team you will collaborate with both curriculum and other support staff to provide high-quality, person-centred support that addresses individual learning barriers and enhances the student experience.

You will support learners in small groups and 1:1, delivering study skills interventions leading to improved outcomes, greater autonomy and independence. Interventions will be tailored to the learners' level of study and target areas that learners' and curriculum or support staff have identified as requiring additional input and support to achieve and experience success.

You will assist the Study Plus Team Leader with the timetabling of your sessions, and developing resources within the Study Plus team, sharing best practice with colleagues. As well as delivering Intervention sessions, you will also provide 1:1 sessions for learner's around Assistive Technology, demonstrating and identifying resources which can support with removing barriers to learning, such as Immersive Reader, Reading Pens and Microsoft 365 applications.

### Our Approach

The College adopts a people-first approach. This provides a highly supportive, flexible approach to enabling everyone to excel within their roles and to reach their full potential. You can expect the following:

- The 'Right to Disconnect' from work outside of your normal working hours
- A supportive, highly utilised hybrid working policy
- An Aspiring Leaders programme open to all
- Management Academy for all management roles covering management skill and internal processes
- Welfare Rooms at all our sites for professional breakout and relaxation spaces
- A bespoke programme of recognition, reward and celebration for colleagues throughout the year to recognise your hard work.

Inclusivity and equality of opportunity is core to our College community and we expect everyone to display our values. Our students come from diverse backgrounds and the communities we serve are diverse too. The College employs

great people from a wide variety of backgrounds, not just because it's the right thing to do, but because it makes our College community stronger. So, do our values speak to you?

- **Boldness:** We will innovate and take risks for the benefit of our students, communities and employer stakeholders.
- **Respect:** We will work and learn in an environment of mutual respect, valuing diversity.
- **Inclusion:** We will be ambitious for all of our students, colleagues and stakeholders.
- **Sustainability:** We will commit to sustainable practices and green skills delivery.
- **Teamwork:** We will work collaboratively, and our teamwork will deliver high performance.
- **Openness:** We will be open to new ideas, perspectives, cultures and learning experiences, creating an inclusive and welcoming environment.
- **Learning:** We commit to lifelong learning, continuously striving for knowledge, skills, and innovation.

## College Benefits for self-care: Quick Reference

- two-week Christmas Closure without the need to use your holiday allowance
- paid time off for volunteering in the community
- cross-college and individual professional development opportunities all year round
- family and lifetime friendly policies such as flexible working, paid time off for fertility treatment, menopause support, and a variety of online shopping discounts available.

Full details on all our employee benefits can be [found here](#).

## What will the job entail?

- In collaboration with the Study Plus Team Leader, timetabling, planning and delivering study skills sessions, 1:1 Learning Support Initial Assessments and Assistive Technology Sessions with adults and apprentices.
- Creating, updating and checking 'student overviews' to ensure consistency across the service
- Following the "Assess, Plan, Do, Review" process for delivering and measuring the impact of high-quality learning
- Ensuring the needs of high needs learners are met in line with SEND code of practice.
- Effectively utilising college systems to share strategies and record "normal way of working"
- Creating and ensuring use of high-quality learning resources which are level-specific, within the field of interest for the student and provide stretch and challenge to students
- Ensuring and maintaining an environment of high expectation and engagement, inspiring the students to achieve the best possible outcomes
- Ensuring all assessed and marked work is returned in a timely manner clearly identifying areas for development
- Attending Apprenticeship Department meetings to provide feedback during Study Plus Monthly meetings.
- Working with and advising Student Mentors to help ensure student retention and achievement
- Delivering training on Assistive Technology to the wider college and support staff to ensure consistency for students

- Ensure consistency of service across the College through regular student feedback to inform developments
- Where qualified, conducting EAA assessment in line with centre demands co-ordinated by the EAA head of centre

## Who will I work with?

Team working is a key part of working in a college. These are the key teams and individuals you will work with in this role.

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|------------------------------------|---|
| Cross college teaching departments | To liaise closely with lecturing staff and other support teams to ensure students referred for additional support have access to Study Skills sessions and Assistive technology |
| Apprenticeship team                | To work collaboratively to ensure enquiries are being resolved and processes are being followed   |

There are some other things that we are all responsible for, whatever your role. These are;

- Being a champion and advocating for Equality and Diversity throughout College and behaving in a manner that displays British Values.
- Embedding safeguarding into your / your teams working practices and escalating any safeguarding concerns immediately in line with the College's safeguarding policy. All new employees to the College are required to complete and obtain an enhanced DBS disclosure. Further information will be sent to all prospective colleagues as part of the application process.
- Embedding Health and Safety best practices and ensuring a safe working environment for everyone, according to the Health and Safety at Work Act.
- Modelling and promoting high expectations in and around the College
- Actively participating in your appraisal, contributing to a culture of self-reflection, wellbeing and professional growth
- Representing and promoting the College internally and externally and acting as an ambassador
- Promoting the College's student first ethos by supporting at College open events to provide a quality experience for prospective students
- Engaging in implementing changes and promoting innovation as this is actively encouraged
- Undertaking other reasonable duties commensurate with the level of your post.

## Person Specification

Shortlisting is completed by hiring managers against the Person Specification criteria. Please ensure you demonstrate in your application how you meet the Person Specification criteria outlined below to ensure your application has the best chance of success at shortlisting stage.

|  | Essential | Desirable |
|--|-----------|-----------|
| <b>Qualifications</b>  |           |           |
| Hold a level 3 qualification in any subject  | ✓         |           |
| Hold a level 4 qualification in any subject  |           | ✓         |
| GSCE English and Maths Grade C or equivalent   | ✓         |           |
| Hold or be willing to work towards a relevant L3 teaching qualification  |           | ✓         |
| <b>Knowledge and Experience</b>  |           |           |
| Experience of coaching and engaging with students in an educational setting  | ✓         |           |
| Experience of delivery, support and direct input to student groups e.g. for a range of health, wellbeing, study skills and E&D related issues                      | ✓         |           |
| Experience of record keeping, data inputting, and providing timely reports.  | ✓         |           |
| Accessing and navigating confidently around ICT systems and databases including Pro Monitor, Pro Achieve and other Pro Solution options                            |           | ✓         |
| Work calmly under pressure and highly organised.   | ✓         |           |
| Able to identify additional learner support needs.   |           | ✓         |
| Anticipate changes to service required to constantly improve the student experience.   | ✓         |           |
| A good understanding and knowledge of safeguarding, equality and diversity, benefit entitlements, and general student health, pastoral support and welfare issues. | ✓         |           |
| Experience of providing and supporting extra-curriculum student activity including enrichment, employability and enterprise.                                       |           | ✓         |
| Experience of working professionally with a range of partner organisations, making referrals' or organising events   |           | ✓         |
| <b>Skills and Abilities</b>  |           |           |
| Work effectively on own initiative and as a member of a team.  | ✓         |           |
| Have a proven understanding and commitment to the development and provision of excellent customer service in enhancing the student experience.                     | ✓         |           |
| Confident with the use of IT to include monitoring statistical reporting highlighting areas of achievement and concern.  |           | ✓         |
| Work successfully with colleagues at all levels of an organisation to achieve results.   | ✓         |           |
| Confident, approachable and friendly disposition with strong communication and interpersonal skills.   | ✓         |           |