

Job Title:	Learning Coach & Mentor
Post Number:	EFT 94
Hours:	22.5 hours a week (3 days)
Salary:	£24,784.50 pro rata
Duration:	One-year fixed term (dependent on additional funding)
Holiday:	Term time only
Pension:	Up to 6% match.

Main objective of the Position

Working for the Education Futures Trust, the main objective is to provide a range of alternative learning and activities for children, young people and adults, initially in Hastings and Rother. Within this flexible role the Learning Coach and Mentor will offer structured support, guidance and activities to enhance opportunities, increase confidence and enable individuals to achieve their full potential.

The post is subject to an enhanced DBS check, as well as satisfactory references.

Job description: Learning Coach & Mentor

Responsible to the Chief Executive.

Key Responsibilities:

1. To facilitate a range of alternative learning projects and activities as set out by various funding partners to address social and academic needs of the people we support.
2. To actively engage with the people we support in a professional and enabling manner, building positive and trusting relationships and maintaining appropriate boundaries at all times.
3. To design, plan and deliver a range of activities, based on the needs of individuals and groups, which will be facilitated individually or as part of a team.
4. To deliver well planned, structured sessions that motivate participants and advance their learning, either individually or in groups.
5. To monitor and document progress and participation,

providing constructive feedback to all involved, moderating approaches according to outcomes.

6. To report monthly to funders, to the allocated supervisor, and to the Chief Executive, as required.
7. To undertake relevant recording, data collection and monitoring progress
8. To adopt a range of strategies, in line with charity's policies where appropriate, to establish purposeful learning.
9. To build and maintain successful relationships with children, adults and fellow professionals.
10. To maintain the health and safety of all participants, including yourself, according to policies and procedures laid down by Education Futures Trust and partners, in keeping with best practice.
11. To ensure the maintenance and upkeep of resources and equipment.
12. To be familiar with and work within organisational policies and procedures, in particular: Safeguarding Policy, Safe and Positive Practice, Health and Safety, etc.
13. To assist with developmental initiatives, in line with the EFT requirements.
14. To attend supervision and represent the EFT at other meetings and groups as required by management.
15. Flexibility is essential as our activities change with the season and demand. The normal working week is 37½ hours, excluding meal breaks.
16. To regularly drive to alternative learning activities offsite.
17. To complete other tasks and assume other duties as required and appropriate.

There will be elements in the role that will follow a routine, but a large percentage of the work will vary according to the needs of the service.

Successful candidates will need to be prepared to adapt to meet need.

This job description sets out the duties of the post at the time it was drawn up. Such duties may vary from time to time without changing

the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

Person Specification: Learning Coach & Mentor

Essential criteria

Personal Qualities

The successful candidate will:

1. be committed to equality of opportunity
2. be able to empathise with children, young people and adults
3. have the attitude and ability to engage with children, young people and adults
4. be able to enthuse and motivate individuals and other professional colleagues
5. be able to challenge effectively whilst maintaining relationships
6. have a demonstrable commitment to the success of everyone we support
7. to demonstrate commitment to continuing professional development
8. have professional integrity and confidentiality
9. respect the ethos of the funders and organisations in which they work
10. be able to demonstrate flexibility.

Experience

The successful candidate will have experience of:

1. delivering alternative learning to support the development and progression of young people
2. supporting those who have complex additional support needs and/or challenging behaviour arising from personal, social and emotional difficulties
3. experience of using positive strategies to overcome barriers to learning
4. working with children, young people and adults
5. planning and leading activities with children, young people and adults
6. arranging group activities
7. having worked with individuals with a variety of specific needs
8. working with a range of external partners to support individuals

Skills

The successful candidate can demonstrate:

1. initiative and creativity to individually plan and lead sessions tailored to the needs of individuals and groups.
2. the ability to work effectively in a team
3. the ability to organise their time to manage and plan effective programmes
4. the ability to write letters and reports

5. the ability to assess needs, using appropriate tools
6. regular and effective monitoring and evaluation of individuals' progress
7. good communication skills across a wide range of audiences

Knowledge

The successful candidate will demonstrate knowledge and understanding of:

1. health and safety
2. risk assessments
3. the development of children/young people
4. key behavioural issues
5. alternative learning

Other criteria

1. Professional or vocational qualification to at least level 3
2. To be literate and numerate (GCSE grade C)
3. Post holders should be able to drive, provide own car and travel freely.

Desirable criteria

Experience

The successful candidate will have:

1. experience of working with children and adults in a variety of contexts e.g. primary, secondary, special schools, out of school, health etc.
2. mentoring and tutoring skills
3. AET / Teacher training qualification

Knowledge

The successful candidate will have knowledge of:

1. the National Curriculum
2. teaching strategies and classroom practices
3. how ICT can support learning
4. coaching techniques.

Other criteria

1. First Aid Qualification