JOB DESCRIPTION

ROYAL LEAMINGTON SPA COLLEGE

Post Title: **Support Mentor (LDD)**

Salary Range: **£24,897 pro rata, per annum**
(Support Scale 5, Fixed Point 14)
£16,564.59 per annum - Salary estimation based on 30.5 hours/week, Term Time Only: 36 weeks per year. For any roles that start part way through the Academic year, the annual salary will be pro rata to the remaining months.

Contract: **Permanent / Part Time / Term Time Only**

Reference: **CS12525**

PROTECTION OF CHILDREN

Any offers of appointment will be subject to a Disclosure and Barring Service (DBS) check (formerly CRB), a certificate of good conduct if applicable, plus receipt of satisfactory references, Occupational Health clearance, an understanding of safeguarding and qualifications verification. An Enhanced DBS check is required for this position as you will be working within 'Regulated Activity' within a specific place (i.e. the College).

This role is classed as working within Regulated Activity. It is an offence to apply for this role if you are barred from engaging in regulated activity relevant to children. By applying for this position, you agree to an Enhanced DBS check in line with DBS regulations.

WCG Child Protection Procedure >

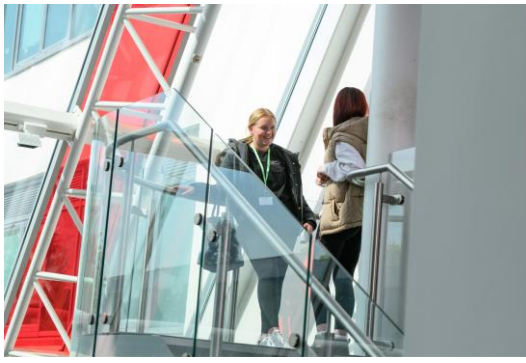
ABOUT ROYAL LEAMINGTON SPA COLLEGE

Warwickshire College Group (WCG) is a forward-thinking, multi-campus educational institution rooted in the Midlands and dedicated to empowering learners, driving regional prosperity, and addressing national priorities. **Royal Leamington Spa College** is a creative and healthcare hub, addressing skills gaps in esports, digital media, and health and social care. **Powered by WCG, Royal Leamington Spa College** is one of our diverse campuses across Warwickshire and Worcestershire, WCG combines tradition with innovation to deliver education that transforms lives and shapes futures.

To learn more about the WCG Strategic Approach, read our Impact Strategic Plan 2025-2028:

WCG Impact Strategic Plan 2025–28 >





BACKGROUND TO THE POST

The main purpose of the post is to support and mentor students with learning difficulties and/or disabilities within their learning programmes. The majority of time will be spent with students within a variety of settings, including classroom, workshops and practical areas. The students are undertaking individualised study programmes which include Recognising and Recording Progress and Achievement (RARPA) and may also lead to vocational qualifications.

The post holder will report to the Support Coordinator within the Curriculum area.

DUTIES AND RESPONSIBILITIES

- To provide support in-class, or mentoring support outside the classroom and some personal care as directed by the Head of School / Line manager.
- To assist the lecturer/instructor with the preparation and maintenance of materials or activities for named student use.
- To provide support on a 1:1 or small group basis as directed by the Instructor/Lecturer to ensure individual needs are met.
- To use strategies that empower and promote positive behaviours for independent learning.
- Contribute to record keeping including logging details of students' progress and performance on ProMonitor.
- To support students to access transport at the beginning and end of the day.
- To work closely with the Personal Learning Adviser to ensure that individual student targets are being monitored and reviewed.
- In conjunction with the Personal Learning Adviser, make contact with parents, either by telephone or in writing where appropriate.
- To attend department team meetings and undertake training and development as required. This will include College core training and the departmental mandatory Team Teach training.
- To accompany and support students during work experience placements, and/or trips, residential, both on and off site if appropriate.
- Contribute to student reports as requested.
- To attend college delivered 'Teaching Essentials' training

In order to support during busy exam periods, you may be asked to undertake exam invigilator duties. The College will provide training.

The list of duties is not exhaustive but outlines the main features of the post at appointment and may vary as the job evolves without affecting the nature of the duties or the responsibility level.

HEALTH AND SAFETY

To ensure a safe working environment for colleagues, students, and visitors in line with the HASAW Act and the College Health and Safety Policy.

SAFEGUARDING

Safeguarding and promoting the welfare of children and at-risk adults for whom you are responsible and whom you come into contact with.

WORKING WEEKS

This post is normally for 36 working weeks per year but this may be less if the post holder starts after the beginning of the academic year. Salary will be paid in equal monthly amounts across the academic year.

HOURS OF WORK

The postholder will be expected to work such hours as are necessary for the proper performance of their duties and responsibilities, normally 30.5.

PLACE OF WORK

The principal place of work will be the College's premises based at our **Royal Leamington Spa College**. However, the post holder may be required to work on either a temporary or an indefinite basis at any premises at which we may provide services.

OFFERS OF WORK

For the successful candidate a conditional offer of work will be made. Our offer of work will be conditional upon a number of mandatory pre-employment checks, to include but not limited to: DBS, Barred List check, right to work check, internet search, TRA check (academic posts).

EMPLOYEE BENEFITS

When you join WCG we offer you a whole host of employee benefits, including:

- Comprehensive training programme.
- Generous leave entitlement plus up to four free College Closure days a year is included in the salary calculations.
- WCG offers all employees who are carers the option to request a period of Carer's Leave that is equal to their usual working week, paid at their normal pay.
- Leadership & Management training programme to develop our next generation of managers.
- Superb health and wellbeing support with Wellbeing@WCG.
- The opportunity to join our voluntary health cash plan run by Health Shield.
- Discounted Full Cost Recovery courses.
- Cycle to work scheme.
- Free on-site gym
- Discounted hair and beauty treatments in our College salons.
- Pension schemes.
- Free will writing service.
- Free car parking on-site.
- Free flu vaccination voucher (available annually)

PERSON SPECIFICATION

Physical Make-up

Ability to perform the tasks as described in the job description. If you have a disability, you should not be discouraged from applying, since there are schemes available within the College which allow for the provision of special aids, premises to be adapted and other appropriate support provided.

Ways in which these schemes might help in particular circumstances can be discussed with the People Services department when making your application.

	How it is Measured

Attainments:		Application Form	Interview
Essential	A good general education to level 2.	•	
	Demonstrate English and Maths skills equivalent to Level 2.		•
	Excellent interpersonal skills.	•	•
	The ability to work flexibly as a member of the team.		•
	Good IT skills.	•	
	Excellent communication skills.	•	•
	The willingness to undertake staff training as applicable, including mandatory Team Teach training.		•
	Previous experience of working with young people.	•	•
Desirable	GCSE Grade C or above in English and Mathematics, or Level 2 equivalent qualification.	•	
	Previous experience of supporting/mentoring young people with Special Educational Needs & Disabilities (SEND).	•	•

Skills and Knowledge:			
Essential	Supportive, positive and non- judgemental attitude.		•
	Awareness of health and safety procedures or willingness to undertake training.		•
	Good administrative and record keeping skills.		•
	Be able to respond effectively to the student's individual needs		•
	Ability to demonstrate an understanding and knowledge of Equality and Diversity.	•	•
	Ability to demonstrate an understanding and knowledge of safeguarding and promoting the welfare of children and at-risk adults.	•	•
	Ability to demonstrate behaviours which support the Core Values of the College.	•	•

Candidates should apply by sending a copy of their CV to jobs@wcg.ac.uk

When selecting applicants for shortlisting, the panel will consider the requirements listed in the Person Specification above. You are, therefore, advised to ensure that your application addresses the issues raised by providing examples/evidence.

We are conscious of the time and effort spent on applications. We do thank you for your interest. Due to the number of applications the College receives we are unable to provide feedback for candidates who are unsuccessful at shortlisting, however we aim to notify all successful candidates within 1 week of the closing date.

The College regrets that it is unable to pay expenses incurred by attendance at interview.