

Avenues Alternative Education Learning Mentor

Grade 3 - SCP 14-17 pro rata
(£18,063 - £19,332)
plus benefits

Fulltime Hours (35 hours per week) – term time only

(The posts are contract funded for one academic year and is fixed term until 31st July 2022, with the possibility of continued funding in the future)

Newport Live is an award winning not for profit sport, leisure and cultural trust; and registered UK Charity with an excellent track record of delivering innovative engagement programmes and providing services to our communities that *'inspire people to be happier and healthier'*.

Newport Live's Avenues Education Team we are seeking to recruit an exceptional candidate to support the operational delivery of the Alternative Education programme, developing working relationships with young people and supporting the educational, social and emotional needs of referred pupils.

Referred children and young people will be welcome, safe, supported and encouraged by the Alternative Education team with excellent leadership provided at all times. A key focus will be on improving educational attendance and educational attainment levels, as well as personally developing and improving children and young people's physical and emotional health and wellbeing. At the core of our engagement as a team will be the use of sport and physical activity development tools as a hook to engage and inspire.

We are looking for a highly organised and enthusiastic, who is passionate about improving children and young people's lives, with a background in Wellbeing, Sport and Physical Activity, Alternative Education or Education with good understanding and experience of working in programmes such as ours.

The role requires a high level of understanding of how to support the needs of disengaged children and young people, behaviour strategies, and safeguarding. In addition to developing an engaging learning and mentoring environment for all participants.

If you are an experienced, highly professional, forward thinking, up for a challenge, and are able to work at a fast pace within an ambitious team and organisation – then you could well be what we are looking for and we'd love to hear from you! This is a perfect opportunity to further develop and grow and already well-regarded programme.

You would be required to work 35 hours per week with some flexibility, predominantly daytime with some evening and weekend work where required; and you would be based at one of our Newport Live facilities with the wider team, managing programmes across the City of Newport. The post is fixed term until 31st July 2022.

The post is exempt from the Rehabilitation of Offenders Act (1974) and is subject to a successful Disclosing and Barring Service (DBS) check.

For an informal discussion about the post please contact Newport Live enquiries on 01633 656757 and ask to speak with Katie Blair, Alternative Education Development Officer, or email katie.blair@newportlive.co.uk.

Application Process

You can download an application form and job description via the Newport LIVE website www.newportlive.co.uk alternatively they are available via e-mail request from jobs@newportlive.co.uk

Please return the completed application forms to jobs@newportlive.co.uk

We do reserve the right to close this advertisement early if sufficient applicants have been received.

JOB DESCRIPTION

POST:	LEARNING MENTOR
JOB PURPOSE:	To work with children and young people whose behaviour and disaffection has had significant impact upon their education attainment and attendance levels, improving pupil progress and achievement by helping to minimise barriers to learning and maximise pupil participation.
RESPONSIBLE TO:	Alternative Education Assistant Officer
SALARY:	Grade 3 (SCP 14-17 £18,063 - £19,332) pro rata
KEY RELATIONSHIPS:	Sport and Physical Activity Development Team, Newport Live Staff, School Teachers/ Tutors, Support Workers, Young People and Families
BASE LOCATION:	City wide
MANAGEMENT RESPONSIBILITY:	None

I will be successful in my role when:

- All of my key operational responsibilities are consistently delivered to a high standard.
- I achieve all key performance indicators specific to my role.
- I role model the behavioural values of Newport Live through my performance.
- I work collaboratively across departments and service areas to deliver exceptional customer service to Newport Live's customers.
- Through my performance and passion, I inspire people to be happier and healthier

HOW MY PERFORMANCE IS MEASURED



DISCLOSURE AND BARRING:

This post may result in you having contact with children, the elderly, sick or disabled. Newport Live, therefore, requires that by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975, the Children's Act 1989 and/or the Police Act 1997, you reveal any criminal convictions, bind over orders or cautions, including those this would normally be regarded as spent. You must complete the relevant section on the application form, applications will be returned if this section is incomplete. If successful in your application, you will subject to a Disclosure and barring check.

OPERATIONAL RESPONSIBILITIES:

- 1** To provide high quality mentoring / coaching and support for children of all ages, young people and (on occasion) adults and families as a whole in Newport.
- 2** To actively engage with and encourage participation in the alternative education and sport & physical activity development programme
- 3** To promote positive behaviour and engagement in school and community environments.
- 4** To be positive, approachable, inclusive, and professional at all times.
- 5** To be responsible for the safe preparation of the learning environment, equipment and session delivery as required by the programme.
- 6** To develop a 1:1 mentoring relationship with young people needing support where necessary aimed at achieving the goals defined in the action plan.
- 7** To be responsible for the safety and safeguarding of children and young people.
- 8** To maintain accurate records on named students which measure the impact of your intervention.
- 9** To be responsible for clothing, kit, equipment, data capturing devices and any resources at all times.
- 10** To undertake training where required and attend opportunities for development.
- 11** To be responsible for the health and safety of themselves and others in accordance with the Health and Safety at Work act 1974.
- 12** Any other duties commensurate with the grade of the post as directed by the Line Manager.

The person undertaking this role is expected to work within the policies, ethos and aims of Newport Live and to carry out such other duties as may reasonably be assigned by the Chief Executive of Newport Live. The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment. The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed. The post holder will work to deliver agreed performance objectives; these will be reviewed on a regular and formal basis through Newport Live performance management processes.

LEARNING MENTOR – PERSON SPECIFICATION

Area	Essential	Desirable
Qualifications	<p>1.0 4 GCSEs (Grade A-C) or equivalent including Maths and English (A)</p> <p>1.1 Knowledge of Safeguarding and Children Protection procedures (A, I)</p>	<p>1.2 NVQ accreditation in a relevant subject area (A)</p> <p>1.3 Level 1 National Governing Body Sports Award and/or Sports Leaders UK level 2 Award (A)</p> <p>1.4 Certified First Aid qualification (A)</p> <p>1.5 Safeguarding and child protection certificate (A)</p>
Knowledge, Skills & Competencies	<p>2.0 An ability to communicate effectively with students, parents and multi agencies (A, I)</p> <p>2.1 Able to work on your own initiative and under pressure (A, I)</p> <p>2.2 Possess excellent administration and organisational skills (A, I)</p>	<p>2.3 The ability to find creative and imaginative solutions to problems (A, I)</p> <p>2.4 Knowledge of career and further/ higher education opportunities open to young people (A, I)</p>
Experience	<p>3.0 Working with children and young people, specifically 11-18 years (A, I)</p> <p>3.1 Proven track record of successfully working with disaffected or vulnerable young people (A, I)</p>	<p>3.2 Experience of working as mentor / behaviour support assistant to support young people with challenging behaviour (A, I)</p>
Personal Attributes	<p>4.1 Highly motivated and enthusiastic (A, I)</p> <p>4.2 Reliable and punctual (A, I)</p> <p>4.3 Caring, approachable, firm, understanding, consistent, assertive and calm (A, I)</p>	
Other	<p>5.1 Ability to work flexible hours (A, I)</p> <p>5.2 Understanding and respecting the need for absolute confidentiality (A, I)</p>	

Method of assessment (* M.O.A.)

A: Application form (including shortlisting)

C: Certificate

E: Exercise

I: Interview

P: Presentation

T: Test

AC: Assessment Centre