

	Job Description
Post title	Learning Mentor
Employer	Wadsley Church (SALT.ed)
Hours of work	Part time, 28 hours (4 days) preferred, job share considered.
Contract length	Temporary, until August 2021
Start date	01/09/20
Salary	£10/hour, term time only
Work Base	SALT.ed, Wadsley Church
Responsible for	<ul style="list-style-type: none"> ● supporting the learning and personal development of students. ● supporting with planning and teaching. ● supporting with general day-to-day running of the centre.
Responsible to	Centre and Curriculum Lead, SALT.ed
<p>Wadsley Church is a small charismatic evangelical church in North West Sheffield. Part of our calling is to serve our community by working with students who have been, or are at risk of being, excluded from school. SALT.ed is the church ministry set up to do this.</p>	
Job Description	
<p>Main purposes of the post:</p> <ol style="list-style-type: none"> 1. To support in the learning and personal development of students. 2. To support with planning and session delivery. 3. To support with general day-to-day running of the centre. <p>Main Duties/Responsibilities</p> <ol style="list-style-type: none"> 1. To work on a group or one-to-one basis with learners, supporting them in the completion of curriculum tasks. 2. To establish and maintain relationships with parents through home visits and phonecalls, and face to face conversations. 3. To assist in the development, adaptation and differentiation of learning materials. 	

4. To motivate and encourage learners.
5. To support the delivery of high quality teaching.
6. To contribute to the development of young people's basic skills.
7. To support learners in accessing the necessary support available to them.
8. To complete evaluations for all sessions and contribute to the ongoing planning and review process.
9. To attend and contribute to Team meetings, taking responsibility for their own CPD needs, where appropriate.
10. To be the Key Worker for specific learners, building relationships, setting targets, and monitoring and reviewing each learners' performance, including reporting to referring schools, parents and other agencies.
11. To make contact with and build relationship with parents in order to support the engagement and learning of young people.
12. To support with the monitoring of attendance and daily reporting of this to schools.
13. To contribute to the online presence of SALT.ed, both through the Wadsley Church website and social media.
14. To take part in the recruitment, selection and induction of learners.
15. To take part in the shopping for and preparation of lunch for young people.
16. To support with fundraising and bid writing.
17. To be responsible for the planning and risk assessment of off-site visits and trips.
18. To comply with the Wadsley Church Safeguarding Policy, and to pass on all safeguarding concerns, disclosures or incidents to the Safeguarding Lead and/or Centre Manager as soon as possible, in line with Safeguarding training and procedures.

The post holder will be required to carry out duties as may be commensurate with the post which do not change the character or purpose of the post and which are necessary to maintain high quality standards of practice. The post holder will, at all times, carry out his/her responsibilities with the utmost respect for the protection of children and young people in accordance with the Church's Child Protection Policy.

Person Specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> English, Maths and Science GCSEs (or equivalent), Grade C or above. 	<ul style="list-style-type: none"> Relevant qualification in youth work or education, or related area.
Knowledge and Experience	<ul style="list-style-type: none"> Recent experience of youth work, schools work or other social enterprise projects. Time management skills: ability 	<ul style="list-style-type: none"> Experience of working with challenging young people and/or in an Alternative Provision setting.

	<p>to work well under pressure, prioritise and meet deadlines.</p> <ul style="list-style-type: none"> • Good organisational skills. • IT competence, good literacy and numeracy skills. 	
Skills and Abilities	<ul style="list-style-type: none"> • Good organisational skills with the ability to take initiative and work independently and proactively. • Good communication skills: able to relate to teenagers and work with adults as part of a team. • Able to communicate effectively in writing and verbally. • Able to work alone and as part of a team. • Commitment to the church's policy for safeguarding children & young people and able to work with the Designated Safeguarding Lead in maintaining and implementing appropriate child protection procedures, whilst having a satisfactory DBS check. • IT skills including proficiency with email, the Internet and relevant Office programs such as Word, Excel and PowerPoint to enable efficient administration. 	
General	<ul style="list-style-type: none"> • Willing to uphold the values of the Christian faith, in line with the values of Wadsley Church. • Passionate about seeing the value in young people and enabling them to reach their full potential. 	<ul style="list-style-type: none"> • Personal Christian faith consistent with the values of Wadsley Church. • Desire to engage proactively in the Wadsley Church community.
Working requirements		
<ul style="list-style-type: none"> • 28 hours per week, across 4 days • 13 weeks pro-rata annual leave to be taken during school holidays • Attendance and regular email communication • 6, 12 and 26 week probation period • Attendance at relevant staff meetings. 		