

Job Title: Learning Mentor (Harbour)

The post holder will be accountable to the Harbour Lead

This post is offered as a 3 day/week post. Initially this is to be a one-year fixed term contract, reviewed at 6 months, but with a hope of this being extended subject to project funding.

Job Description

VLC is excited to offer a unique opportunity, in appointing a Learning Mentor for our new Harbour Project. VLC’s Harbour Project is designed to meet students where they are at (at home or in the community). With the same ethos and values as VLC’s school and alternative provision, the Harbour Project seeks to work with the growing number of asylum seekers being placed in Warwickshire. The Learning Mentor will support the interventions and will work directly with the children and young people on the programme.

**Duties and Responsibilities**

* To support the students, working closely with the EAL Teacher as directed, to help students access education, build safe and welcoming relationships and pursue other areas of students’ personal interest, in accordance with VLC’s Curriculum Policy.
* To lead the student’s emotional literacy programme to support student’s social and emotional wellbeing.
* To be well planned and researched for all activities and lessons.
* To complete documentation to document students’ progress and engagement.
* To promote the development of student’s physical, mental and emotional health.
* To work and communicate effectively within a team.
* To liaise with the Headteacher and Harbour Lead to accurately assess and report on student progress.
* To communicate with parents or stakeholders as requested by the Headteacher and Harbour Lead.
* To abide by VLC’s Safeguarding Policy.
* To attend staff meetings and monthly CPD sessions as relevant.
* To abide by VLC’s Staff Code of Conduct.
* Other duties as agreed with the Employer.

Person Specification

**Qualifications**

* GCSE in Mathematics and English at Grade C or above (or equivalent).
* Further qualifications in a relevant subject.

**Skills and Experience**

* Good team working and communication skills.
* Flexible and creative thinking in order to overcome problems.
* Teaching Assistant experience essential.
* Experience working with children/young people who have English as a second language, and/or refugees/asylum seekers is highly desirable.
* A full driving license, business insurance and use of a car is essential for this role.

**Character**

* Willingness to flex to accommodate the different needs of each student.
* A commitment to the aims, ethos and values of VLC.

Hours and location

* 8.30am until 4pm during school term time. However this is not a term-time only contract.
* VLC is currently based in Whitnash, although you will spend the majority of the time working with pupils on outreach at their homes or in the community.

*VLC is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. This post is subject to an enhanced DBS disclosure.*