

Job Description and Person Specification

Chichester College Group

Worthing College

Ref: HR/WC

Learning Mentor Apprentice

Pro rata of £10,140 - £12,609 per annum (i.e. £ £6,972 - £8,670)

30 hours, working 39 weeks (paid for 44.1 weeks)

We want to build a team of ambitious, committed and passionate people to support students' learning at Worthing College. This opportunity for employment will provide excellent experience for anyone considering a career in education.

Closing date: 29 May 2019

Interview date: TBC

To apply, visit <https://www.worthing.ac.uk/staff-vacancies>
or call Human Resources on 01903 275755 ext 424/422

'All posts are subject to an enhanced Disclosure and Barring Service check, which may include a check of the barred lists and any relevant overseas checks.'

As users of the disability confident scheme, we guarantee to interview all disabled applicants who meet the minimum criteria for the role.

We are an equal opportunities employer.

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Learning Mentor Apprentice

Team: Learning Mentors

Reports to: Deputy Head of Learning

Location: Worthing College

Job Purpose

- We want to build a team of ambitious, committed and passionate people to support students' learning at Worthing College. This opportunity for employment will provide excellent experience for anyone considering a career in education. To work alongside experienced staff to gain job-specific skills and knowledge, undertaking a range of suitable work-related tasks to support your structured programme of training, leading to a recognised qualification.

Key Responsibilities

Learning Mentor Apprentices will complete the requirements of the Supporting Teaching and Learning in Schools Level 3 apprenticeship framework and may be deployed to support:

- Students in their transition from school to college
- Success on Level 2 courses (both GCSE and BTEC) through:
 - One to one learning support
 - Small group learning support
 - In class learning
 - Development of independent learning habits
- Success on Level 3 courses
- Learning zone and Learning Resources Centre activity
- Enhancing enrichment opportunities to support learning
- Upgrade centre provision
- Internal progression
- Support Students within the Library on a timetabled basis, this could include front of house duties

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Role Context

Chichester College Group expects staff to:

- Work within the context of the Group's core values, code of conduct, quality requirements and continuous improvement ethos.
- Undertake their duties in accordance with Group policy and procedures, particularly with respect to:
 - Human Resources policies and procedures;
 - Equality, diversity and inclusion policies and procedures;
 - The Group's health and safety policies and procedures;
 - Safeguarding and Prevent;
 - The Group's policy on the confidentiality of data stored electronically and by other means in line with data protection legislation.
- Keep abreast of developments in their own area of expertise and undertake staff development opportunities where identified and approved, subject to funding.

Evening and weekend work may be required.

You may be required to undertake such duties as may be reasonably required of you commensurate with this grade.

Work outside the Group must not interfere with the effective delivery of your duties. Additional work requires approval by the Chief Executive Officer.

Other supporting information can be found on the Group's website.

This job description is current at the date shown below. It is liable to variation by management in consultation with you to reflect or anticipate changes in, or to, the job.

Person Specification

Criteria	Essential/ Desirable	How Assessed
Qualifications		
GCSE (or equivalent) in English and Maths at grade C or above	Essential	Application Form/ Certificates
Experience		
Work experience in the relevant field	Desirable	Application Form/ Interview
Knowledge		
Microsoft Office applications	Essential	Application Form/ Interview
Equality Act 2010	Desirable	
Equal opportunities and health & safety legislation	Desirable	
Skills and Abilities		
Ability to communicate to a diverse range of people at all levels, verbally and in writing	Essential	Application Form/ Interview
Ability to work alone and as part of a team with interpersonal skills	Essential	
Time management skills, organisational skills and the ability to meet tight deadlines	Desirable	
IT and keyboard skills, including the use of email	Desirable	
Customer service skills	Desirable	
Attributes		
Flexible approach	Essential	Interview
Ability to engage in learning and self motivate to achieve apprenticeship	Essential	
Other Requirements		
Satisfactorily meeting the Group’s employment checks - a Disclosure and Barring Service Check (including any relevant overseas checks), health assessment, references, qualifications and legal entitlement to work in the UK	Essential	Checks and Clearances

Terms and Conditions of Employment

Any appointment is subject to the Corporation's terms and conditions of service.

Working hours per week: 30

Working weeks per year: 39 working weeks per year, paid for 44.1 weeks to include holiday entitlement and pro rata entitlement for Bank Holidays.

Salary range: Pro Rata £10,140 - £12,609 per annum (i.e. £6,972 - £8,670)

Salary progression: Salary progression is achieved through annual increments, in accordance with the Group's Performance Management Scheme.

Holiday entitlement: This post is term time only. In addition to payment for weeks worked you will be paid for leave entitlement as follows:

The annual leave year runs from 1 January to 31 December. 22 days pro rata per annum and this is factored into your salary payment. In addition, the days between Christmas and New Year are not deducted from your leave entitlement.

Holiday restrictions: Leave cannot be taken on certain days designated by the Group, e.g. development and administration days. Leave is to be agreed in advance with the line manager. Academic staff or staff supporting teaching and learning cannot take leave during term time.

Pension scheme: Permanent and fixed term staff (regardless of how many hours they are contracted to) are automatically opted into the Local Government Pension Scheme unless they elect to opt out of the pension. The Group contributes to this scheme and the employee contribution is determined by the level of actual pensionable pay and the guidelines given by the LGPS. Alternatively the employee may opt out within the first 3 months of employment. Bank staff will be subject to auto-enrolment into the Local Government Pension Scheme ("LGPS"), based on certain qualifying criteria as determined by The Pension's Regulator. However, Bank staff may still elect to opt into the LGPS if they wish.

Term time only: Salary payments will be paid in 12 equal instalments over the year into a bank account.

Salary recalculation: In the event that your contracted hours or weeks change or your employment is terminated by either yourself or the Corporation, your final salary will be recalculated based upon the anniversary of the date that you commenced in post and

Terms and Conditions of Employment

the number of working and non-working weeks from that date to your contractual change or your leaving date. If, on the termination of your employment, the number of non-working weeks exceeds the accrued entitlement to paid holiday up to the leaving date, the Corporation will be entitled to deduct the excess from any sums due to you, including payment of salary. If, on the other hand, your non-working weeks are less than the entitlement due to you at the leaving date, the Corporation will pay you the appropriate sum in lieu thereof.

How to apply

How to apply

INTERNAL CANDIDATES

Please complete a personal statement indicating how well your experience, skills, abilities, knowledge and values meet the criteria of the person / post specification. Please address each of these clearly in your application. Please ensure this statement is no more than two sides of A4 paper.

Disability

If, because of a disability, you need any help with completing your application form, please contact the Human Resources team at the college. If you are shortlisted, we will be happy to discuss with you any special arrangements that may help you at interview.

References

All internal applicants for vacancies must ensure they provide a reference from their line manager. Please use the pro forma on the Worthing staff intranet (Sharepoint) under '*document libraries/human resources/current vacancies*'. Your line manager must complete the form and it must be received by Human Resources by the deadline shown below.

Your personal statement and reference must be sent to Human Resources and received no later than 29 May 2019.

For efficiency reasons vacancies may close earlier than published dates and vacancies may be simultaneously advertised internally and externally.

Human Resources
May 2019

How to apply

EXTERNAL CANDIDATES

COMPLETING YOUR APPLICATION FORM

To apply for a job, you must be eligible to work in the UK.

The application form plays a most important part in our selection process. **Please do not send us your standard CV (curriculum vitae) as we will not consider it.** It is vital that you fill in the form as fully and accurately as possible. We will pay particular attention to how well your experience and skills fit the criteria of the Person Specification. You should, therefore, make clear how you match these criteria.

Please download and complete the application form electronically via the link on the jobs page on our website (www.worthing.ac.uk), wherever possible.

Alternatively you may request a hard copy from the Human Resources Team. Please use black ink, as other colours do not photocopy well and make sure that what you write is clear and legible. If you need more space in any section of the application form, use extra sheets of paper and put your name at the top of each sheet.

INFORMATION FOR AGENCIES

It is our policy to recruit candidates directly from advertisement through our college website and the press, to ensure equality of opportunity.

We will not accept applications via recruitment agencies.

EQUAL OPPORTUNITIES MONITORING

The college is working to improve its equal opportunities provision. You are asked to complete these sections of the application form (although you are not obliged to do so) which asks for details of gender, age, disability and ethnic origin. It helps us to monitor our progress on achieving equal opportunities and helps us to identify any gaps or inconsistencies so that we can correct them. This information is not seen by shortlisting or interview panels.

Disability

If, because of a disability, you need any help with completing your application form, please contact the Human Resources team at the college. If you are shortlisted, we will be happy to discuss with you any special arrangements that may help you at interview.

WHERE TO SEND YOUR APPLICATION

It is your responsibility to ensure your application reaches the college by **29 May 2019**. Applications received after this date will not be considered. If you are posting your application please address it for the attention of the Human Resources Team, Worthing College, 1 Sanditon Way, Worthing, West Sussex, BN14 9FD.

(Tel: 01903 275755 Ext 424 /422) Email: humanresources@worthing.ac.uk).

How to apply

What Next?

If you are shortlisted for interview we will normally contact you by telephone and send you written confirmation. Interview dates will be notified to successful applicants shortly after the application deadline.

For efficiency reasons vacancies may close earlier than published dates and vacancies may be simultaneously advertised internally and externally.

If you are not shortlisted for interview, we regret that due to the rising cost of recruitment and our efforts to prioritise funds towards education, it is not possible to write to unsuccessful applicants. If you have not received a reply within 5 weeks of the published closing date you should assume that you have been unsuccessful in your application. We hope this will not deter you from applying for subsequent posts which may be of interest. Please also note, the college is unable to provide interview feedback to unsuccessful candidates.

Human Resources
May 2019