

JOB DESCRIPTION: Lead Teaching and Learning Mentor

SALARY RANGE:	£22,250 (LTM3)
HOURS:	37.5 hours per week
ACCOUNTABLE TO:	Head of Post-19
LINE MANAGER:	Deputy Head of Post-19
LOCATION:	Hammersmith Hub, 2 Margravine Road, London, W6 8HJ Wandsworth Hub, 14 Enterprise Way, London, SW18 1FZ Riverside Hub, 1 Enterprise Way, London, SW18 1GA
PROBATIONARY PERIOD:	Six months
HOLIDAY:	The Post-19 term for students is approximately 40 weeks. All Post-19 closures during holidays are non-working days.

Job Purpose

To provide excellent teaching and learning to students with autism and associated learning difficulties. To support the Teacher, Behaviour Analyst, Instructors and Teaching and Learning Mentors in ensuring the daily needs of our students are met in a professional, competent, safe, and creative Post-19 environment. To follow the principles of Behaviour Analysis to enable the students within the Post-19 provision to access small group teaching in a way that allows them to learn new skills in-line with Preparation for Adulthood and ESFA approved qualifications.

Key tasks and cover

- To use Essentials for Living and Preparation for Adulthood framework to teach lessons.
- To plan, resource and deliver small teaching groups or hub community-based learning.
- To establish a rate of learning for each student within the hub and to update their termly progress table.
- To conduct half termly audits on student evidence files (with support of Instructor and Behaviour Analyst)
- To write student targets (with support of Instructor and Behaviour Analyst)
- To provide training as directed by Senior Management

Training

- To provide training for Teaching and Learning Mentors in using demonstration, guidance, modelling, discussion, and role play.
- To provide training to Teaching and Learning Mentors on reporting daily/weekly/half termly/termly progress, evidence-based learning, and moderation of qualifications.
- To provide written feedback for any training given in the form of training notes or presentation.
- To check Teaching and Learning Mentors NET lesson plans on a weekly basis.
- To support Teaching and Learning Mentors with choosing appropriate targets under the guidance of the Instructor and Behaviour Analyst.

Classroom support

- To provide cover and behavioural support as needed and directed by the Instructor or Behaviour Analyst.
- To support the instructor in the day-to-day management of the hub, including individual timetables, small group teaching and community-based learning.
- To contribute to the organisation of the hub resources and to ensure that the hub always remains tidy
- To arrange, set up daily teaching sessions and deliver small group teaching within the hub each day and to monitor that Teaching and Learning Mentors are using the teaching materials provided to enrich their student's educational experience.
- To create and plan creative and fun new activities for the students and model good practice within the teaching.
- To plan and organise student focus activities and community-based learning in liaison with Teachers and Teaching and Learning Mentors.
- To monitor general health and safety within the classroom, rectifying any concerns or reporting to Health and Safety Officer / Site Manager as needed

Community learning

- To maintain and update the community timetable for the hub.
- To ensure community risk assessments are in place and updated for each scheduled community activity.
- To lead and facilitate community outings.
- To ensure community outings are educationally beneficial and enriching to the student learning experience.

Curriculum

- To support the instructor with the delivery of curriculum groups.
- To support the Instructor and the Behaviour Analyst with student assessment and report writing.
- To develop a good understanding of the assessments being used within Post-19.
- To collect and support with the teaching of ESFA approved qualifications and monitoring the quality of evidence.
- To support with the wider curriculum, including ensuring that evidence is recorded for all special events, student focus events and student views for annual reviews.

Additional/general

- Safeguarding the security, safety, and wellbeing of students always during Post-19 hours, in the hub and out in the community reporting any concerns in accordance with the Safeguarding and Child Protection Policy
- To understand, adhere to and actively implement all the policies and procedures of Post-19 at all times
- To actively participate in staff meetings and staff training sessions
- To develop knowledge of autism including the effect on student and their families
- To demonstrate a thorough knowledge of Behaviour Analytical procedures and practice
- To complete a level 3 Teaching and Learning Qualification.
- To undertake additional tasks as directed by the Head of Post-19, Deputy Head, Consultant Behaviour Analyst or Behaviour Analyst