



Sessional Learning Mentor (Foundation)

- Position Type:** Fixed Term (Sessional)
- Salary:** £10 per hour
- Location:** St Edwards Secondary School, Cumberland Secondary School and Bower Park Academy
- Closing Date:** 18th August 2017

Job Purpose:

To provide mentoring and academic learning support for Primary & Secondary School pupils.

To contribute to WHU Foundation's mission of facilitating social mobility, raising aspirations and achievement amongst young people and promoting individual success.

WHU Foundation Learning Mentor will be supported in their work by:

- Supervision in the workplace from the Senior Education Officer and Education Officer

Key Responsibilities:

Programme Development and Delivery:

1. Deliver mentoring sessions within 2 – 4 schools per week
2. Engage with up to 40+ young people per week through mentoring sessions
3. To produce lesson plans for all teaching and mentoring delivery
4. To complete weekly Risk Assessments

Partnership working:

5. To liaise with school teachers for lessons plans

Events and Training:

6. Represent WHU Foundation when attending or involved in club and community events

Monitoring and Evaluation

7. To carry out key administrative duties e.g. maintain accurate attendance, registers and risk assessment
8. Monitor and assess mentees' academic progress
9. Outline weekly mentee targets

Other

10. To provide an accessible and flexible approach at all times, including the working of unsocial hours, evening and weekend working as necessary and other duties as reasonably requested
11. Adhere to policies and procedures outlined by the Senior Education Officer

Freedom to act:

12. Independently organise work plan, information storage, retrieval and collation systems, diary and working time (including out of hours)

Communication:

13. Use of highly developed culturally competent communication skills with community members and organisations to negotiate, influence, and resolve conflict that may arise
14. Facilitate the involvement of community members in the reporting of needs, outputs and outcomes

Equal Opportunities

To ensure that all departments are provided within an anti-discriminatory framework and take account of such issues as race, gender, sexuality, disability, religion and age

Person Specification

The ideal candidate will have skills and experience in the following areas: -

Essential (E) Desirable (D)

Education/Qualifications/Experience:

- 1 years' experience of working with young people (primary/secondary) (E)
- Preparing to Teach in the Lifelong Learning Sector (PTTLS) (D)
- Qualified Teacher Status (QTS) (D)
- Coaching and Mentoring Level 3 (D)
- NVQ Level 3 in Supporting, teaching and learning (D)

Abilities/Skills/Knowledge:

- Demonstrate an understanding of mentoring (E)
- Demonstrate a good understanding of how to engage with young people. (E)
- Demonstrate an understanding of the national curriculum in Numeracy and Literacy. (E)
- Must be able to demonstrate excellent oral and written communication / presentation skills, which are culturally competent (E)
- ICT Literate (E)
- Able to work within a diverse community and draw on individual strengths to promote sports participation (E)
- Good organisational skills, able to prioritise and work within deadlines (E)
- Flexible working in accordance with the requirements of the service which will include working evenings and weekends where applicable. (E)
- Commitment to develop and improve own performance and CPD (E)
- Ability to work independently and supervise (E)
- Strong commitment to quality service delivery (E)
- Ability to work with a wide range of people (E)

We are committed to the principle of equality and equal opportunities in employment. We will actively promote equality and equal opportunities in our business to ensure that individuals receive treatment that is fair and equitable and consistent with their relevant aptitudes, potential skills and abilities. Employees will be recruited and selected, promoted and trained on the basis of objective criteria.

West Ham United Foundation is an organisation committed to equality and safeguarding children and vulnerable adults. Positions that involve working with such groups are subject to safer recruitment protocols, including DBS Disclosure at enhanced level.

Once you have applied for this role you are required to complete an equal opportunities survey to allow the Club to monitor the success of its equality initiatives. The survey will take two minutes and can be accessed using the following link: https://www.surveymonkey.co.uk/r/WHU_Equal_Opportunities.

To apply please send your cover letter and CV to hr@westhamunited.co.uk by Friday 18th August. Interviews will be held w/c 23rd August 2017

Due to the expected large number of applicants only those candidates called for interview will be contacted.

