



*Gloucestershire College is advertising this role on behalf of Gloucestershire Professional Services (GPS).*

## About the Role – Employment Details

Post Number	A025b
Job Title	Employment Mentor
Salary	£26,218.54 - £28,088.30 per annum
Contract Type	Permanent
Campus	Cheltenham
Department	Foundation Studies
Reporting To	SEND Employability and Inclusion Coordinator
Holiday	27 days' annual leave, plus an additional 3 days during Christmas closure

## About the Role – Meet the Team

Gloucestershire College's Foundation Studies department offers specialised courses tailored for young adults aged 16 to 24, aiming to enhance their independence, community engagement, and readiness for volunteering or employment. These programmes focus on building confidence, improving social and personal skills, and fostering independent living abilities. Students receive support from a range of staff including Teaching Assistants, Learning Support Assistants, and Employment Mentors.

Our Foundation Studies team are based at the Cheltenham campus and roles are student facing. There may be a range of contracts available, this would need to be discussed with the hiring manager.

## About the Role – Duties and Responsibilities

- To support interns in preparing for their Supported Internship placement through travel training, an employer induction and bespoke job carving using systematic instruction.
- To provide individualised support to interns through systematic instruction, to enable them to progress within the workplace.
- To support the interns and employers on a daily rota ensuring that interns are immersed successfully in the workplace. Linking with lecturers to support the sharing of 'Ways or Working' with employers to identify support needs
- To ensure that there are opportunities within the workplace where interns can work towards their personalised employability development targets to reach their full potential.
- To plan and deliver employability development sessions, to support embedding learning into the workplace.
- To plan and deliver job clubs for the pre-supported internship students
- To Support functional skills maths and English sessions in college
- To support the embedding of English and maths within the workplace through practical applications.





- To contribute to the weekly meetings to highlight intern developments in the workplace. To support with action plans being embedded into the workplace to ensure individualised support and development.
- To liaise with the SEND Employability and Inclusion Coordinator in regard to direction of input for individual interns needing additional support.
- To ensure that feedback on individual interns is provided to the SEND Employability and Inclusion Coordinator, this will be used to effectively plan intern targets, which you will support embedding within the employer.
- To accurately record hours spent with each intern, liaising with the SI Administrator, to ensure the Access to Work contract is fulfilled and claimed appropriately.
- To contribute to termly intern reviews with the employers and external agencies.
- Closely link with local authority agencies such as Forwards
- To support students completing an individualised student employability passport which includes skills strengths and developed, interview techniques with prompts and reminders of their experiences, additional information to support the application and interview process and references.
- To support employers in identifying interns that are ready for employment, liaising with the SEND Employability and Inclusion Coordinator and external agencies for support.
- To plan and carry out supported internship assessments, through work experience observations, case studies and practical tasks.
- To keep appropriate and accurate paperwork as required by the department.
- Assist in the collection of destinations data.  
To assist in any way to support the college's retention policy

## About the College – Our Expectations

- Take an active part in Professional Development Conversations (PDC)
- Engage with all relevant Health & Safety regulations and assist the College in the implementation of its own Health & Safety Policy
- Actively promote the College's Equality and Diversity Policy
- Actively promote the College's Safeguarding Policy and Practices
- Support the College's sustainability policies and recognise the shared responsibility of carrying out duties in a resource efficient way
- Participate in enrolment
- Participate constructively in college activities and to adopt a flexible approach to your work.
- Undertake a first-aid qualification and participate in the first aid rota, as required.
- Undertake any other relevant duties as specified by your line manager commensurate with the level of this post

## About the You

### Our Shortlisting Criteria

#### Essential

- Previous experience of working with young people in post 16 education, training or other relevant environments.





	<ul style="list-style-type: none"> <li>– Experience of working with people with learning difficulties, disabilities and/or barriers to learning and supporting them into employment.</li> <li>– GCSE English and mathematics (or equivalent) at grade C or above already achieved</li> <li>– Proven IT skills (Microsoft Office).</li> </ul>
<b>Desirable</b>	<ul style="list-style-type: none"> <li>– Experience of working with employer and/or training within an employer setting.</li> <li>– Training in Systematic Instruction (or willingness to undertake)</li> <li>– Qualifications in the field of supporting students with SEN</li> <li>– Able to travel between sites in Gloucestershire as necessary (with own transport)</li> </ul>

## The Perfect Person for us will demonstrate

<b>Abilities</b>	<ul style="list-style-type: none"> <li>– Manage own time effectively by planning and prioritising workload and reacting positively to changes as they occur.</li> <li>– Excellent communication and interpersonal skills.</li> <li>– A strong commitment to principles and practice of equal opportunities and SEND Code of Practice</li> <li>– Understanding of the barriers to education, employment and training for SEND students and ways to overcome them.</li> <li>– Belief in the benefits that education and training can bring with the motivation to translate this belief to positive action.</li> <li>– Able to empathise with people and their problems</li> <li>– Experience of organising people and events.</li> <li>– Commitment to the promotion of Equality &amp; Diversity and the Prevent agenda</li> </ul>
<b>Job Circumstances</b>	<ul style="list-style-type: none"> <li>– Able to travel between college sites (if required)</li> <li>– Undertake any training required for the role</li> <li>– Hold an Enhanced DBS check or be willing to undertake a check.</li> <li>– This job description outlines the main duties at the time it was written. Tasks may change, but the role's overall nature and responsibility remain the same. These changes are normal and don't justify a change in the post's grading.</li> </ul>