



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

About the Role – Employment Details

Post Number	B007
Job Title	English and Maths Workshop Mentor x 2
Salary	£28,935.23- £29,402.83
Contract Type	Permanent – 37 hours
Campus	Gloucester
Department	English and Maths
Reporting To	Head of School
Holiday	27 days' annual leave, increasing to 32 days after 5 years', plus an additional 3 days during Christmas closure
Pension	Peoples Pension – 4%-5% matched contribution

About the Role – Meet the Team

Gloucestershire Professional Services (GPS) is recruiting an English/Maths Workshop Mentor to join the English and Maths team based at Gloucestershire College.

The purpose of this role is to provide support in the delivery of English and maths to students at the College who may require extra support due to a range of additional learning needs. This will be achieved through a variety of methods, including in-class support, workshops and 1:1 or small group interventions.

As an English and Maths Workshop Mentor you will provide a variety of support interventions as directed, to focus on groups of learners and individuals, who are experiencing barriers to attending, learning and progressing in these subjects.

You will be an essential part of the student experience in these subjects with capacity to encourage, reassure and mentor, working alongside experienced lecturers and support staff.

Our English and maths team is comprised of 21 lecturers who work across our three campuses. We deliver GCSE English and maths to our 16–18-year-old learners and Functional Skills to our adult learners. We are a very supportive team with lots of different backgrounds and teaching experience which help us to deliver these subjects to cross college learners as they progress into a variety of career choices.

A career with us means much more than just a salary – we know that our people are our greatest asset.



About the Role – Duties and Responsibilities

- To provide support to students studying English and maths at the College in a variety of ways, as directed by the Head of English and Maths and campus co-ordinators. This includes the following:
 - In-class support for targeted sessions
 - 1:1 or small group support interventions/coaching/mentoring
 - Delivering additional workshops for groups of students
 - Facilitating and leading revision/catch up/exam practice sessions
- Work collaboratively with lecturers to plan a personalised approach to teaching and supporting students within English and/or maths.
- To be clear which English and maths learners have an EHCP
- To know and understand the EHCP targets for the learners you are working with
- To know and utilise the SEND strategies to use with these EHCP learners as outlined by the support teams
- Liaise closely with Learning Support team to ensure timely and appropriate support strategies are implemented (including exam access arrangements and assistive technology).
- Explore, develop and use strategies/resources within workshops and support to ensure a high quality of teaching and learning experience for students with additional needs.
- Effective use of ProMonitor and other internal systems to ensure consistent communication relating engagement and progress of students.
- To actively participate in discussions, team meetings and reviews relating to the learners being supported and their progress.
- Attend GC College Development Days as part of continuous professional development.

About You

Our Shortlisting Criteria

Essential	– Working with 16+ age range – Working with individuals who with additional learning needs and/or a lack of motivation – Coaching/mentoring/ supporting young people – Minimum of level 2 qualification in English and/or maths – Safeguarding training or willingness to work towards
Desirable	– Previous teaching experience, preferably English/maths (especially functional skills or GCSE) – Supporting young people with English and/or maths (in 1:1 and group environments) – level 3 qualification in English and/or maths



The Perfect Person for us will demonstrate

Abilities	– Able to make decisions under pressure in emergency situations – Excellent communication skills - ability to communicate with a diverse range of people – Excellent telephone manner – Capable of working with minimum supervision – Able to work to high standards and stay calm under pressure – Willing and able to deal with difficult customers – Able to organise time effectively with a varied workload. – Ability to work accurately (attention_to_detail)
Job Circumstances	– Able to travel between college sites (if required) – Undertake any training required for the role – Hold an Enhanced DBS check or be willing to undertake a check. – 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.

About the College – Our Expectations

- Take an active part in the 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

Safeguarding

At Gloucestershire College, we are committed to promoting the welfare and safeguarding of our young people and vulnerable adults. The College expects all students, staff and visitors to share this commitment. Safer recruitment practices are an essential part of this commitment.

If shortlisted, you will be required to complete a self declaration of any criminal record or other information that may make you unsuitable to work with children. This includes explaining any gaps in employment. Applicants will be required to disclose any cautions,





convictions, reprimands or final warnings in line with the Rehabilitation of Offenders Act. The College is committed to the fair recruitment of ex-offenders in line with its policy and legal responsibilities.

Candidates will be asked to provide evidence of their right to work in the UK. Satisfactory references and online searches will also be completed as part of the safer recruitment process. The online search reviews publicly available information, including social media, to identify any concerns that may require further discussion. References may be requested either before interview, with consent, or following an offer of employment.

All successful applicants will be required to complete an enhanced DBS check appropriate to the role.