



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

About the Role – Employment Details

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| Post Number | A102a |
| Job Title | Employment Mentor - September Start Date |
| Salary | £26,218.54 - £28,088.30 (Actual £22,626.90 - £24,240.52) |
| Contract Type | Permanent, 37 Hours, 38 Weeks per annum |
| Campus | Cheltenham |
| Department | Foundation Studies |
| Reporting To | SEND Employability and Inclusion Coordinator |
| Holiday | Term Time Only |
| Pension | Peoples Pension |

About the Role – Meet the Team

Gloucestershire College is recruiting an Employment Mentor to join our supportive and dedicated Learning Support team. You'll help students move confidently into the Supported Internship programme by coordinating personalised placements and working closely with families, employers and external agencies. The role focuses on removing barriers, offering clear guidance and helping learners build the skills they need for work. You'll also support with financial applications, promote the value of employment and ensure each intern feels ready for their next steps. Through strong communication and tailored support, you'll play a key part in helping learners progress into meaningful and sustainable employment.

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 link with employers to share information, gather feedback and set targets.
- To ensure that there are opportunities, within the workplace, where interns can work towards their personalised employability development targets in order to reach their full potential.
- To plan and facilitate employability development sessions, one day per week.
- To attend maths and English sessions in college, to support embedding learning into the workplace.
- To support the embedding of English and maths within the workplace through practical applications.
- To contribute to the weekly meetings by highlighting intern developments in the workplace. To facilitate action plans being embedded into the workplace, ensuring individualised support and development is understood and demonstrated by employers.



- To liaise with the SEND Employability and Inclusion Coordinator about the 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 information will be used to effectively plan intern targets and be fed back to employers, so they can accurately embed the support needed.
- To organise and facilitate progress reviews with parents/carers.
- To accurately record daily logs of visits with each intern.
- To contribute to termly intern reviews with the employers and external agencies.
- 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 contribute towards the assessment process of potential interns for the following year's cohort, providing written evidence where required.
- 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 You

Our Shortlisting Criteria

Essential

- Previous experience of working with young people in post 16 education, training or other relevant environments.
- Experience of working with people with learning difficulties, disabilities and/or barriers to learning and supporting them into employment.
- GCSE English and mathematics (or equivalent) at grade C or above already achieved
- Proven IT skills (Microsoft Office).



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| Desirable | <ul style="list-style-type: none"> – Experience of working with employer and/or training within an employer setting. – Training in Systematic Instruction (or willingness to undertake) – Qualifications in the field of supporting students with SEN Minibus training |
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The Perfect Person for us will demonstrate

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| Abilities | <ul style="list-style-type: none"> – Manage own time effectively by planning and prioritising workload and reacting positively to changes as they occur. – Excellent communication and interpersonal skills. – A strong commitment to principles and practice of equal opportunities and SEND Code of Practice – Understanding of the barriers to education, employment and training for SEND students and ways to overcome them. – Belief in the benefits that education and training can bring with the motivation to translate this belief to positive action. – Able to empathise with people and their problems – Experience of organising people and events. – Commitment to the promotion of Equality & Diversity and the Prevent agenda |
| Job Circumstances | <ul style="list-style-type: none"> – 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. |

Gloucestershire College is committed to safeguarding children and vulnerable adults and any offer of employment will be subject to a number of conditions.

If you are shortlisted, you will be asked to complete a self-declaration of your criminal record or any information that would make you unsuitable to work with children. Generally, we are permitted to ask whether an applicant has any convictions, cautions, reprimands or final warnings which would not be filtered in line with current guidance, as defined by The Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020). This Order sets out the circumstances in which an individual can be asked about spent convictions (but not protected convictions or protected cautions) and when an employer can consider these. This includes "any employment as a teacher in a school or establishment for further education and any other employment which is carried out wholly or partly within the precincts of a school or establishment for further education, being employment which is of such a kind as to enable the holder to have access to persons under the age of 18 in attendance at the school or establishment for further education in the course of his normal duties."





As this role involves engaging in “regulated activity” relevant to children, and in line with our legal obligations, before filling out this application you should be aware that it is an offence to apply for the role if you are barred from engaging in regulated activity relevant to children.

In line with KCSIE and having regard to all relevant guidance, there is a requirement for providing satisfactory references and online searches. The purpose of this search is to identify any incidents or issues that have happened, and are publicly available online, which we may need to explore further as part of our pre-screening checks. The level of check undertaken will be consistently applied across all applicants and may include both social media and a general internet search.