

We are committed to ensuring all individuals are valued and work in a safe environment, promoting the ethos of Safeguarding and Equality and Diversity in all of our practices. We expect all staff to share this commitment.

Job Title:	Employment Mentor
Grade / Salary:	£26,218.54 - £28,088.30 per annum
Hours:	37 hours per week
Department:	Foundation Studies
Work Location:	Cheltenham
Responsible To:	SEND Employability and Inclusion Coordinator

1. Applicant Information

Gloucestershire Professional Services (a subsidiary of 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 will be conducted for candidates. 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.

A satisfactory DBS Enhanced Disclosure will also need to be obtained as a requirement of the job.

2 Job Profile

Gloucestershire Professional Services (GPS) is recruiting an **Employment Mentor** on a full time basis to join the **Foundation Studies team** based at Gloucestershire College.

The purpose of this role is to enable the smooth transition of students into the Supported Internship programme and into their pathway towards employment through effective planning, implementation and communication of individualised Supported Internship placements.

The post holder will also provide a point of contact between parents, the employer and the College to ensure all barriers towards learning and future employment are minimised. These may include direct liaison with external agencies including support with relevant financial applications. They will also promote the benefits of employment to the interns, their parents/carers and employers, supporting interns into sustainable employment and/or employment services post programme. .

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

We provide an empowering, values-based environment where we all play a part in inspiring a future generation, working towards an inspirational vision. We are passionate about learning and pride ourselves in developing our staff; we will support you both professionally and personally to develop all the skills necessary to make this your next success.

We value mutual respect and believe that trust, respect and civility bring out the best in people. We also work collaboratively utilising the different knowledge, skills and experiences we each have; we strive to create an environment where everyone can give of their best. Working with committed colleagues, we also offer an attractive benefits package, please click on the benefits link to find out more about the range offered.

We celebrate the fact that our students and staff, our partners and friends, are from different social and ethnic backgrounds, different faiths, sexual orientation and ages.

We are committed to equality, diversity and inclusion and we want our workforce to have an equal gender balance, represent a broad mix of people from minority ethnic backgrounds, LGBTQ+, those with a disability and we would encourage all applicants that identify with this to apply.

In accordance with Keeping Children Safe in Education 2024, we will carry out an online search as part of our due diligence on successful candidates.

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 successful applicants and may include both social media and a general internet search.

If you would like to request any further information on this check, please contact gc.jobs@gloscol.ac.uk

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

3. About the role – How you will make a difference

- 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 of 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.

4. Wider Role Responsibilities

- Take an active part in the performance review process.
- Comply with all relevant Health & Safety regulations and assist the College in the implementation of its own Health & Safety Policy.
- Comply with and actively promote the College's Equality and Diversity Policy.
- Comply with and 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.
- 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.

5. Our College Values

We have **four core values** that reflect what we are, how we do things and where we want to be. We want to support all staff to:

Be Respectful 	Be Respectful – To be respectful of self, others, property and environment when at college or representing the college.
Be Responsible 	Be Responsible – To take ownership of our behaviours, attitude and personal development.
Be Ambitious 	Be Ambitious – To become the best versions of ourselves.
Be Collaborative 	Be Collaborative – To work as part of a team or teams, to support each other to contribute and celebrate success.

About you - Shortlisting Criteria

Essential	<p>Previous experience of working with young people in post 16 education, training or other relevant environments.</p> <p>Experience of working with people with learning difficulties, disabilities and/or barriers to learning and supporting them into employment.</p> <p>GCSE English and mathematics (or equivalent) at grade C or above already achieved</p> <p>Proven IT skills (Microsoft Office).</p>
Desirable	<p>Experience of working with employer and/or training within an employer setting.</p> <p>Training in Systematic Instruction (or willingness to undertake)</p> <p>Qualifications in the field of supporting students with SEN</p> <p>Able to travel between sites in Gloucestershire as necessary (with own transport)</p>

Person Specification

Abilities	<p>Manage own time effectively by planning and prioritising workload and reacting positively to changes as they occur.</p> <p>Excellent communication and interpersonal skills.</p> <p>A strong commitment to principles and practice of equal opportunities and SEND Code of Practice</p> <p>Understanding of the barriers to education, employment and training for SEND students and ways to overcome them.</p> <p>Belief in the benefits that education and training can bring with the motivation to translate this belief to positive action.</p> <p>Able to empathise with people and their problems</p> <p>Experience of organising people and events.</p> <p>Commitment to the promotion of Equality & Diversity and the Prevent agenda</p>
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Job Circumstances	<p>Able to travel between sites in Gloucestershire as necessary. (with own transport)</p> <p>—</p> <p>DBS Check (with clearance).</p> <p>Willingness to work flexibly including the occasional evenings.</p>
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Further Education is an ever-changing service and all staff are expected to participate constructively in College activities and to adopt a flexible approach to their work.

This job description will be reviewed annually during the performance review process, and will be varied in the light of the business needs of the College.

The job description sets out the main duties of the post at the date when it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

As users of the disability confident scheme, we guarantee to interview all disabled applicants who meet the minimum criteria for all advertised vacancies.

Where an employee or candidate indicates a disability, every effort will be made to supply all necessary aids, adaptations or equipment to allow them to carry out all of the duties of the post. If, however, a certain task proves to be unachievable, job redesign will be given full consideration.

