

Job Description and Person Specification



Positive Behaviour Mentor/Tutor (14-16 Alternative Provision)

Salary:	£10,850 - £11,333 pa inclusive
Hours:	18 hours per week for 38 weeks per annum
Leave:	This is a term time only appointment. There is no entitlement to annual leave whilst the college is in session.
Reports to:	Alternative Provision Manager
Location:	This post will initially be based at Main Campus, Isleworth however, you may be required to undertake work at the Skills Centre, Feltham

The purpose of the post is: to provide support to 14-16 year olds students who need help overcoming barriers to learning, where behaviour/attendance issues are a cause for concern.

The intention is to bring about sustained change with individual students, to improve their attendance/behaviour.

The main duties and responsibilities are to:

Specific duties:

1. To respond effectively to any social, emotional, mental health incidents involving students.
2. To participate in the assessment of all students entering or returning to college in order to identify those who need extra help in overcoming issues relating to social, emotional, mental health and following a period of exclusion.
3. To work in partnership with all staff in drawing up and implementing an action plan for each student in need of support.
4. To work in partnership with all college staff responsible for the students receiving support and intervention, seeking to reach acceptable outcomes that meet the needs of the student, overcoming the social, emotional, mental health and attitudes that inhibit their progress at college.
5. To develop a 1:1 mentoring/tutor relationship with students receiving support, aimed at achieving the goals defined in their individual action plan and improving attendance
6. To work in partnership with staff to secure positive family support and involvement by maintaining regular contact with outside agencies/families / carers of all students currently on the programme

Core duties:

1. To maintain an accurate account of behaviour incidents and to use this information to inform the development of proactive intervention strategies / action plans for sustainable improvement.
2. To liaise with all relevant staff in the management of internally excluded students
3. To work in partnership with the Managers to develop effective strategies to remove barriers to learning and increase attendance
4. To develop knowledge and appreciation of the range of programmes, activities, courses, opportunities, organisations and individuals that could be drawn upon to provide extra support for “at risk” pupils.
5. Promote a positive image of the college in all contacts with students, employers and professional bodies.
6. Adhere and comply with the college financial regulations.
7. Carry out any other reasonably comparable duties that may be required from time to time.
8. Undertake additional duties at enrolment times as required, including occasional evening work.

Person Specification

Please study the items in this person specification carefully and when completing your application form try to describe your knowledge, skills and experience in terms of those particular items:

1. Possess relevant qualifications/experience with young people aged between 14-16
2. Possess NVQ accreditation in a relevant subject or area
3. Proven track record of successfully working with disaffected young people
4. An ability to communicate effectively with students, parents and multi agencies
5. An ability to work autonomously and as part of a team
6. Knowledge of the principals involved in giving advice and guidance to young people including the place of confidentiality,safeguarding and sharing information
7. A clear understanding of the factors which lead to educational disaffection in young people
8. The ability to find creative and imaginative solutions to problems/issues
9. The ability to produce detailed, concise evaluative reports of the programme
10. Knowledge and understanding of strategies to remove barriers to learning in young people
11. Knowledge of the range of additional support/agencies available for students
12. Possess a Literacy and Numeracy qualification at Level 2
13. Be willing to undertake training and development as required within the role.
14. Possess appropriate IT skills relevant to the post, or be willing to undertake training.
15. Have an awareness and understanding of equal opportunities.
16. Have an awareness and understanding of safeguarding and prevent

Equality and diversity

West Thames College champions excellence, integrity, equality and respect.

This means we aspire to the highest achievements for our students and the best possible working environment for our staff.

The whole college community - women and men, younger and older, from different , social and ethnic backgrounds, a variety of faiths, cultures and languages, lesbian, gay and straight, disabled and non-disabled – we are all treated with the same respect and entitled to the same chances to succeed.

We champion diversity because we know that a rich mix of people makes the college a more productive and creative place to study and work.

And we champion equality because it is the right thing to do.

Closing date: 9th July 2025
Reference No: 3ALT006
Interview date: 17th July 2025

Conditions of Service

Contract:	Permanent Part time
Salary:	£10,850 - £11,333 pa inclusive Please note the salary range for this post is points 23-25 on the Support Staff scales. Progression up the incremental pay scale is automatic and awarded on 1 April annually. New entrants are placed on point 23
Pension:	Staff are entitled to participate in the Local Government Pension Scheme subject to its terms and conditions.
Annual Leave:	This is a term time only appointment working 38 weeks per year. You are therefore required to be at College when it is in session. All holidays therefore should be taken during the College vacation.
Hours:	18 hours per week for 38 weeks per annum
Probation:	<p>Employees who commence their employment between 1 September and 31 May inclusive will be subject to 26 weeks probation before their employment can be confirmed as permanent.</p> <p>Employees, who commence their employment between 1 June and 31 August, and those with term time only contracts, will be subject to 36 weeks probation period before their employment can be confirmed as permanent.</p> <p>The extended period of probation is ensure that there is an adequate period of “normal” working during which to provide support and assess an employee’s performance.</p>
Disclosure	The post will be offered subject to an enhanced Disclosure satisfactory to West Thames College which will be conducted by the Disclosure and Barring Service.