



ST JOHN RIGBY COLLEGE
Gathurst Road, Orrell, Wigan, WN5 0LJ

JOB DESCRIPTION

Post Title:	Learning Mentor
Purpose:	To support individual students to achieve their learning aims
Reporting to:	Learning Support Manager
Liaising with:	Technical/Support Staff and Students
Working time:	32.5 hours per week, Term Time only Monday-Friday 09.00 – 16.15 (08.45 – 16.00 on Tuesdays)
Salary:	Point 7-9, on the SFCA Support Staff Salary Scale
MAIN (Core) DUTIES	
Service Provision:	<ul style="list-style-type: none"> ◆ To provide in class support for individual students with EHC plans ◆ Willingness to support and assist individual students with personal care as necessary ◆ To report on the attendance and monitor the progress of the students to the Learning Support Manager ◆ Liaise with teaching staff, Learning Support Team Leaders and the Learning Support Manager on student support matters ◆ Report back to Learning Support Manager and tutors on individual student progress and identify problem areas ◆ Maintain effective records of support work undertaken as directed, ensuring the confidentiality of these records in accordance with Data Protection legislation ◆ Attend a number of college events over the academic year, including Course Discussion Evenings/Open Evenings and Open Days (out of usual working hours) ◆ Any other duties which may reasonably be required within the overall purpose and scope of the job
Service Development:	<ul style="list-style-type: none"> ◆ To assist in the identification of potential areas of new materials and resources ◆ To assist in ensuring that support services and resources meet the needs of the students
Staff Development:	<ul style="list-style-type: none"> ◆ To take part in the College's Staff Development programme by participating in arrangements for further training and professional development ◆ To continue professional development in the relevant areas including the use of new technology

	<ul style="list-style-type: none"> ◆ To participate in the Staff Professional Review process ◆ To work as a member of a designated team and to contribute positively to effective working relations within the College
Quality Assurance:	<ul style="list-style-type: none"> ◆ To assist in the implementation of College quality procedures ◆ To contribute to the process of monitoring and evaluation of Learner Support in line with agreed College procedures, including evaluation against quality standards and performance criteria ◆ To seek and implement modification and improvement where required
Management Information and Administration:	<ul style="list-style-type: none"> ◆ To assist in the provision of accurate and up-to-date information regarding Learner Support
Communications:	<ul style="list-style-type: none"> ◆ To communicate and consult with other staff and students ◆ Where appropriate, to communicate and co-operate with internal/external individuals and bodies ◆ To follow agreed policies for communications within the College ◆ To participate actively in team meetings and training programmes where appropriate
Marketing and Liaison:	<ul style="list-style-type: none"> ◆ To promote a welcoming environment to visitors and callers
Students:	<ul style="list-style-type: none"> ◆ To promote the general progress and well-being of individual students
<p>OTHER SPECIFIC DUTIES</p> <p>To carry out the duties in the most effective, efficient and economic manner available.</p> <p>To support the College Mission Statement and ethos.</p> <p><i>This post is subject to the enhanced level of disclosure.</i></p> <p>This job description is current at the date shown but in consultation with you may be changed by the Principal to reflect or anticipate changes in the job commensurate with the salary and job title.</p>	

DATE: June 2025