



Ealing, Hammersmith & West London College

Job Description

Job Title: ALS Mentor – Specific Learning Difficulties

Responsible to: ALS/SpLD Co-ordinator

Directorate: Learning Solutions

Location: West London's College

Values:

West London's Way is demonstrated through the College values of Excellence, Ambition, Focus, Accountability, Inclusion and Integrity. The postholder will strive to improve lives through, education, training, skills and development, fostering social and economic success, in line with the College's overall mission.

Key Purpose:

To ensure delivery of screening, assessing and coaching learners with Specific Learning Difficulties on an individual or small group basis so that they can achieve their learning goals.

Tasks and Responsibilities:

1. To assess additional learning support needs of learners at the college using relevant diagnostic tools to identify and implement support strategies and appropriate access arrangements
2. To plan and produce relevant materials to support students in ALS sessions to help them achieve their study goals.
3. To follow existing systems and procedures and further develop support for students with Specific Learning Difficulties.
4. To monitor, review and report on students' progress paying due regard to confidentiality and accountability.

5. To assist in reviewing and recommending appropriate materials and resources to enhance ALS provision.
6. To liaise with relevant staff within the college and external organisations regarding the support needs, progress and participation of individual students and raise awareness of the effects of Specific Learning Difficulties
7. To work as part of the specialist and multi-disciplinary ALS team and contribute to evaluation and quality reviews of the service.
8. To complete administrative tasks and keep accurate and complete records required for educational or funding purposes including, relevant tracking and monitoring records, records of attendance, Learning Development plans and other documents as deemed necessary
9. To participate in appropriate staff development activities for continued professional development to maintain or extend specialist knowledge.
10. To assist with the maintenance and updating of service information and actively promote and market the ALS service in a positive way.
11. To take a full part in maintaining and improving the college ethos and environment.
12. To carry out any other reasonably falling within the purview of the post.

Equality and Diversity

Ealing, Hammersmith & West London College sees the promotion, embedding and effective implementation of the College Equality and Diversity Policy a fundamental responsibility shared and prioritised by all colleagues.

Safeguarding

Ealing, Hammersmith & West London College is committed to safeguarding and prioritising the welfare of children, young people and vulnerable adults and expects all staff to share this commitment and ensure it is demonstrated in their day to day jobs.

Method of Working

The College expects all members of staff to work effectively as part of a team, or teams, supporting staff and students, improving lives through, education, training, skills and development and fostering social and economic success, in line with the College's overall mission.

Public Relations

Considerable importance is attached to the public relations aspect of all work undertaken by Ealing, Hammersmith & West London College staff. It is a prime objective therefore, that all staff will at all times project to the public the image of the College as being keen to assist wherever possible, and committed to the highest standards of delivery and service.