

# The Leicestershire College

## Job Description

### 1. Job Details

|                         |                                                   |
|-------------------------|---------------------------------------------------|
| Job Title:              | English and Maths Engagement & Achievement Mentor |
| Department:             | English and Maths                                 |
| Reporting To:           | Curriculum Head                                   |
| Competency Level:       | Business Support 2                                |
| Hay Grade:              | G3                                                |
| Salary:                 | £29,491 - £32,888 Per Annum                       |
| Date of Job Evaluation: | October 2026                                      |
| Date:                   | October 2026                                      |

### 2. Job Purpose

To provide targeted academic support, coaching and intervention for students who need to improve their attainment, attendance and engagement in Maths and English. You will work closely with curriculum teams, teachers and support staff to monitor student attendance, engagement and progress, remove barriers to achievement and contribute to improving student outcomes in GCSE and Functional Skills English and Maths.

The English and Maths Engagement & Achievement Tutor will support students in developing the knowledge, skills and confidence needed to achieve their qualifications and progress successfully into further study, apprenticeships or employment.

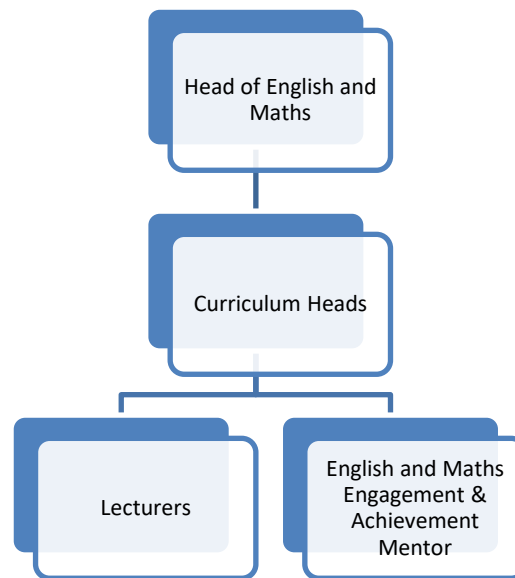
### 3. Dimensions

*Not applicable*

|                     |                               |              |          |
|---------------------|-------------------------------|--------------|----------|
| Name:               | Job Description Template -TLC | Owner:       | HR       |
| Document Reference: | HR-TT-078                     | Last Review: | Aug 2025 |
| Version:            | 1.0                           | Next Review: | Aug 2027 |

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#### 4. Organisation chart



#### 5. Diversity and Inclusion

Loughborough College Group is committed to operating with Fairness, Respect, Equality, Diversity, Inclusion and Engagement at the heart of our organisation.

We are all responsible for ensuring that all individuals receive the same opportunities to develop, grow and achieve their full potential, regardless of personal circumstances and individual differences.

Our FREDIE values are relevant to the whole College community and support the way in which we work and interact with each other.



## 6. Key Responsibilities

### Role specific responsibilities

- Monitor attendance, participation and engagement in Maths and English lessons.
- Follow up with students who are at risk of poor attendance or disengagement.
- Liaise with parents, carers and external agencies where appropriate to improve student engagement.
- Encourage students to take ownership of their learning and achievement.
- Identify students at risk of underachievement and coordinate targeted intervention strategies.
- Deliver one-to-one, small group support sessions and initiatives to improve student attainment.
- Support students in setting realistic and challenging academic targets.
- Maintain accurate records of student progress, attendance and interventions.
- Regularly review student performance data and communicate concerns promptly to relevant staff.
- Provide coaching and study skills guidance to support students to build students confidence, resilience and independent in their maths & English skills
- Work with students to identify and overcome barriers to learning.
- Promote positive attitudes towards Maths and English learning.
- Signpost students to additional learning support and wellbeing services where appropriate.
- Work closely with English and Maths teaching staff to identify support needs.
- Attend progress review meetings and contribute to student action plans.
- Build positive relationships with curriculum teams to support student success.

### Core Responsibilities

- To promote the College's vision, mission and strategic objectives and to promote the values and behaviours which underpin them at all times.
- To act as an ambassador for the college in dealings with all external agencies (other colleges, funding bodies, suppliers, learners, parents and employers) and to maintain the highest standards of professional conduct.
- To promote Loughborough College Group and its subsidiaries as the first-choice destination for learners, employers and staff alike.
- To proactively promote equality of opportunity in all aspects of the work role and to assist in the leadership and management of compliance to the agreed Health & Safety policy and practice.
- To promote a positive approach to security and discipline within the College community.

## 7. Key Result Areas

| Action                                                                                                                                              | Result                                                                |
|-----------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------|
| <b>Ensure monitoring of attendance and swift action where students are not attending or engaging</b>                                                | High attendance rates for Maths & English                             |
| <b>Provide coaching, support, intervention for students who are at risk of failing their maths and English</b>                                      | All students make positive progress in their Maths / English          |
| <b>Work collaboratively with curriculum and maths and English teachers to support students' participation and engagement in maths &amp; English</b> | High attendance rates, positive behaviour in Maths / English lessons. |

## 8. Key Working Relationships and Communications

**Internal:** Lecturers, Curriculum Heads, Head of department, learning support, safeguarding, welfare and business support staff

**External:** Parents and external agencies

## 9. Scope for Impact

*Not applicable*

## 10. Competency Profile

The following profile is a description of the required competencies of the role:

|                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                      |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Working with Excellent People</b>                                                                                                                                                                                                                                                                                                                                     | <b>Responsiveness</b>                                                                                                                                                                                                                                                                                                                                                |
| Own actions and behaviours are inspiring and engage others considering the FREDIE values. Supportive team member; forms positive working relationships in team. Effectively coordinates others in achieving a task. Communicates with accuracy; enables mutual understanding; confident presenter.                                                                       | Handles change with responsiveness and adaptability. Looks for opportunities to do own job better; puts forward ideas. Always considers longer term impact of own tasks Identifies problems in own work area, collaborates with others to implement solutions. Makes good quality decisions with confidence. Consistently delivers own work on time and to standard. |
| <b>Ensuring Financial Sustainability</b>                                                                                                                                                                                                                                                                                                                                 | <b>Self-Awareness</b>                                                                                                                                                                                                                                                                                                                                                |
| Works efficiently; makes best use of the College's resources. Own work consistently contributes to the strategic aims of the College.                                                                                                                                                                                                                                    | Manages own health, safety and wellbeing; complies with College policies. Monitors own behaviours, actions and words. Demonstrates self-awareness; manages own reactions; builds good relationships.                                                                                                                                                                 |
| <b>Delivering Excellent Quality</b>                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                      |
| Anticipates customer needs; prevents poor service; delivers consistently high quality service. Enthuses others with accurate and relevant subject knowledge. Continually improves own performance and increases skills and knowledge. Understands the importance of appraising and evaluating results of online searches and be a critical user of digital technologies. |                                                                                                                                                                                                                                                                                                                                                                      |

## 11. Knowledge, Skills and Experience (Person Specification)

| QUALIFICATIONS     |                                                                                                                          | ESSENTIAL | DESIRABLE | HOW ASSESSED                 |
|--------------------|--------------------------------------------------------------------------------------------------------------------------|-----------|-----------|------------------------------|
| 1.                 | Possess a level 5 or degree in a relevant subject                                                                        | •         |           | Application/<br>Certificates |
| 2.                 | Possess a relevant level 3 teaching qualification                                                                        |           | •         | Certificates                 |
| 3.                 | Possess qualifications in Maths and English Levels 4-9 (GCSE Grades A-C) or equivalent                                   | •         |           | Application/<br>Certificates |
| EXPERIENCE         |                                                                                                                          |           |           |                              |
| 4.                 | Possess relevant work/ vocational experience e.g. in an educational setting or with young people                         | •         |           | Application                  |
| 5.                 | Experience of supporting students to improve achievement in maths / English.                                             | •         |           | Application/<br>Interview    |
| 6.                 | Understanding of GCSE and/or Functional Skills English and Maths qualifications.                                         | •         |           | Application/<br>Interview    |
| 7.                 | Proven experience of motivating learners to achieve excellent results                                                    | •         |           | Application/<br>Interview    |
| 8.                 | Successful experience of coordinating and delivering events                                                              |           | •         | Interview                    |
| 9.                 | Experience of monitoring and disseminating learner progress learner progress and using data to support interventions     | •         |           | Application/<br>Interview    |
| SKILLS & KNOWLEDGE |                                                                                                                          |           |           |                              |
| 10.                | Excellent interpersonal and communication skills and able to communicate with learners and colleagues across the college | •         |           | Interview                    |
| 11.                | Good coaching and facilitating skills                                                                                    | •         |           | Interview                    |
| 12.                | Ability to work flexibly and to deadlines                                                                                | •         |           | Interview                    |
| 13.                | Excellent planning, administration and organisational skills                                                             | •         |           | Application/<br>Interview    |
| 14.                | Work independently and as a part of a cross-curricular team                                                              | •         |           | Interview                    |
| 15.                | Provide learner progress feedback to students and key staff                                                              | •         |           | Application/<br>Interview    |
| 16.                | Demonstrate your understanding of diversity and inclusion                                                                | •         |           | Application/<br>Interview    |
| BEHAVIOURS         |                                                                                                                          |           |           |                              |
| 17.                | Work effectively with colleagues as part of team                                                                         | •         |           | Interview                    |
| 18.                | Motivate and relate with learners from a range of different cultural backgrounds                                         | •         |           | Interview                    |
| 19.                | Comply with professional standards at work                                                                               | •         |           | Interview                    |
| 20.                | Show commitment to the improvement and maintenance of standards                                                          | •         |           | Interview                    |
| 21.                | Promote the College's equal opportunities policy and practices                                                           | •         |           | Interview                    |
| 22.                | Ensure the safeguarding of students                                                                                      | •         |           | Interview                    |

## Notes

1. A satisfactory Enhanced Disclosure & Barring Service check is required for this post. Loughborough College Group is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
2. As part of this role, you are expected to undertake reasonable additional duties such as Exam Invigilation, Welcoming Students and Staff onto campus, supporting with open days and promoting a safe environment across the College Group. This is expected of you in the post mentioned above and all other posts within the College Group.
3. This job description and person specification was prepared in October 2026 and may be amended in light of changing circumstances following discussion with the post holder.

## 12. Job Description Agreement

|                             |  |             |  |
|-----------------------------|--|-------------|--|
| <b>Job Holder Signature</b> |  | <b>Date</b> |  |
|-----------------------------|--|-------------|--|