The Leicestershire College
Job Description

1. Job Details

Job Title:	Engagement & Achievement Mentor
Department:	Safeguarding & Welfare
Reporting To:	Safeguarding Manager - SC
Hay Grade:	G3
Salary:	£30,052 - £32,888 Per Annum
Date of Job Evaluation:	October 2026
Date:	November 2026

2. Job Purpose

To coach, mentor and support a caseload of students and student groups across a breadth of curriculum provision, where barriers to learning and achievement may be prevalent. To intervene with positive actions and foster a culture of positive behaviour and success, supporting curriculum learning environments, delivery staff and students on their educational journey. Provide targeted support and intervention by working collaboratively with curriculum teams, learner services, welfare and safeguarding and external agencies where relevant, contributing to safe, supported and respectful learning environments.

3. Dimensions

Not Applicable

4. Organisation chart



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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

- To support/mentor/coach student groups / caseloads to:
  - Develop their personal and social skills
  - Develop knowledge, understanding and skills to contribute to their heath, mental, economic and social well-being.
  - Be involved in community-based development activities and projects where appropriate.
  - Have enrichment and extended services including work experience which contributes to their individual personal development.
  - Receive appropriate and timely information, advice and guidance on their next steps in training, education and employment
  - Receive individual care and support to promote their learning and development, and to help them achieve their potential
  - Be safeguarded and protected from sexual and physical harm, harassment, bullying and discrimination - including those based with employers or sites away from the college
  - Understand their roles and responsibilities in relation to equality and diversity

- Provide behaviour intervention strategies in practical and classroom environments for a caseload/student groups.
- Employ and implement a range of positive strategies to increase engagement, positive behaviour and outcomes.
- Monitor progress of caseload/student groups, aligned to individual needs and targets.
- Work collaboratively with curriculum staff to identify learners requiring intervention and agree appropriate support.
- Mentor, small groups and/or 1:1 to improve student experience.
- Develop and maintain accurate records of interventions, support strategies, outcomes and learner engagement. Produce timely reports and management information relating to learner engagement and interventions.
- Work closely with safeguarding, wellbeing, SEND and learner services teams to coordinate support for vulnerable learners.
- Participate in case conferences, professional meetings and multi-agency reviews as required.
- Support the implementation of learner engagement, attendance, behaviour and inclusion strategies across the college.
- Assist with disciplinary, intervention and learner support processes where required.
- Support transition, induction and progression activities to improve learner success and retention.
- To deliver pre-planned sessions and deliver workshops on relevant topics.
- To undertake appropriate staff development and training, including the maintenance and updating of specialist skills
- To attend and actively participate in area and department meetings, planning events, open days and recruitment events
- Undertake training and act as a First Aider for the organisation as required.
- Undertake such other duties and responsibilities as appropriate and commensurate within the nature of the duties and responsibilities of the post as deemed necessary by Senior Managers and the Executive Team within the context of the Loughborough College Group contract.

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
Use and apply a life coach model.	Barriers to success are removed and students succeed – achievement, retention, progression, student satisfaction.
Weekly coaching and monitoring meetings with individuals/student groups.	To ensure learners are on track to achieve or exceed their targets and goals and are developing skills to be successful in life.
Monitor progress and disseminate learner progress with key staff.	Accurate tracking and monitoring of performance leads to timely intervention, positively impacting on success measures.
Document all appropriate aspects of learner progress on the ILP.	To ensure information about learners is recorded accurately and disseminated to relevant staff.
Participate in staff development opportunities and mandatory training.	To ensure skills and knowledge are up to date and mandatory training requirements are current.

8. Key Working Relationships and Communications

Internal: Assistant Principal, Head of Department, Curriculum Head, CQL/WRA, Curriculum Staff, Administration Staff, Learner Services, Safeguarding and Welfare, Estates, H&S.

External: Employers, Community/Charity Organisations, Health & Well Being Organisations, Parents and Guardians.

9. Scope for Impact

Not Applicable

10. Knowledge, Skills and Experience (Person Specification)

QUALIFICATIONS		ESSENTIAL	DESIRABLE	HOW ASSESSED
1.	A recognised Youth Work qualification (Level 3 – 6)	•		Application/ Certificates
2.	Possess a level 3 teaching qualification or be willing to work towards	•		Application/ Certificates
3.	Possess qualifications in Maths and English Levels 4-9 (GCSE Grades A-C) or equivalent	•		Application/ Certificates
EXPERIENCE				
4.	Experience of working with young people in an education, training, youth work or community setting	•		Application/ Interview
5.	Experience of coaching and mentoring young and vulnerable people with successful outcomes		•	Application
6.	Experience of supporting and advising diverse groups of learners/people, particularly those with barriers to learning.	•		Application
7.	Experience in conflict resolution, de-escalation and behaviour intervention.	•		Interview
8.	Experience supporting behaviour management and promoting positive conduct	•		Interview
9.	Evidence of effective use of ICT/ILT in all aspects of work	•		Interview
10.	Experience of collaborating with colleagues, multi-agency partners/organisations and support services.	•		Interview
SKILLS & KNOWLEDGE				
11.	Ability to manage a varied caseload, prioritise effectively and maintain accurate records	•		Interview
12.	Ability to effectively monitor and disseminate learner progress		•	Interview
13.	Effectively implement a range of coaching methodologies	•		Interview
14.	Work flexibly and to deadlines	•		Interview
15.	Ability to develop and deliver positive activities and opportunities which facilitate young people's holistic development.	•		
16.	Excellent analysis, planning, administration and organisational skills	•		Interview
17.	Communicate effectively with learners and colleagues at all levels	•		Interview
18.	Work independently and as a part of a cross-curricular team	•		Interview
19.	Demonstrate your understanding of diversity and inclusion	•		Application/ Interview
BEHAVIOURS				
20.	Work effectively with colleagues as part of team	•		Interview
21.	Motivate and relate with learners from a range of diverse backgrounds	•		Interview

22.	Comply with professional standards at work	•		Interview
23.	Show commitment to the improvement and maintenance of standards. Reflective practitioner with a commitment to continuous improvement.	•		Interview
24.	Promote the College's equal opportunities policy and practices	•		Interview
25.	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 November 2026 and may be amended in light of changing circumstances following discussion with the post holder.

11. Job Description Agreement

Job Holder Signature		**Date**	