



## Job Application Pack

# Love to Learn's Learning Mentor Project Coordinator

Included in this pack:

- Job Description
- Application Form
- Equal Opportunities Monitoring Form

Please return completed application form, equal opportunities form and disclosure form and three files to Bobbi O'Neil [bobbi@klsettlement.org.uk](mailto:bobbi@klsettlement.org.uk) by

**Closing Date for Applications:** 19<sup>th</sup> April 2018, 9.00am

**Interview Date:** 27<sup>th</sup> April 2018

### Further Information

If you'd like to talk about this position in more detail then please contact Fleur Anderson.

Fleur Anderson  
Head of Community Services  
Katherine Low Settlement  
108 Battersea High Street, London, SW11 3HP

020 7223 2845  
[fleur@klsettlement.org.uk](mailto:fleur@klsettlement.org.uk)  
[www.klsettlement.org.uk](http://www.klsettlement.org.uk)

## Love to Learn's Learning Mentor Project Coordinator

### Job Description

Job Title:	<b>Learning Mentor Programme Coordinator</b>
Position:	<b>Permanent</b>
Salary:	<b>£32,000 per annum (pro rata)</b>
Hours:	<b>21 hours per week, including at least one evening per week</b>
Holidays:	<b>25 days plus Bank Holidays (pro rata)</b>
Responsible to:	<b>Head of Community Services</b>
Location:	<b>108 Battersea High Street, London SW11 3HP, with regular travel in Wandsworth and Lambeth boroughs</b>

### Application Process

Please return your completed application form, equal opportunities form and disclosure form in three separate files to [bobbi@klsettlement.org.uk](mailto:bobbi@klsettlement.org.uk) by **9.00am on Thursday 19<sup>th</sup> April 2018**. Interviews will be held on Friday 27<sup>th</sup> April 2018.

### About Katherine Low Settlement

Katherine Low Settlement is a charity that has been serving Battersea and the communities of Wandsworth since 1924. We are dedicated to building stronger communities and enable people to challenge and find ways out of poverty and isolation.

We run a range of our own community projects to support children, young people and their families, older people and refugee communities. We also hire out rooms in our community centre to local organisations, groups and individuals and 500 people use our building each week. Visit: [www.klsettlement.org.uk](http://www.klsettlement.org.uk)

### About this role and Love to Learn

We are looking for someone who is passionate about working with young people from refugee backgrounds and about education. You will have a background in education in the UK (for example, as a teacher or TA) and experience of working as a volunteer or managing volunteers – ideally with refugees.

You will lead our successful and well-established Learning Mentor project, with three part-time staff and currently 70 volunteer mentors and mentees. Learning Mentors are carefully matched with a refugee young person who will benefit from regular one-to-one support in their home with homework and study skills. Volunteer Learning Mentors receive training and then visit their mentee for an hour a week. The staff team make the matches, support the mentors and monitor the progress of each mentor and mentee relationship. The results are extremely rewarding and the project enables children and young people to grow in confidence and achieve their potential. The position has recently received funding for three years.

Since 2004, our Love to Learn education team, of 8 part-time staff and over 100 volunteers, have supported children and young people from refugee backgrounds and their families in Battersea and the Borough of Wandsworth. Through the three programmes of mentoring, advocacy and homework club we provide the individual support each young person needs to overcome the disadvantages they face with regards to their education.

### **Key Objectives for this Role**

- To plan, administer, monitor and deliver our Learning Mentor project with children and young people from refugee backgrounds, their families and volunteers.
- To support the recruitment, training, management and retention of Volunteer Learning Mentors.
- To enable our team of mentors to provide high quality educational support for young people with high needs so that they can have the confidence and skills to achieve their potential.

### **Main duties and responsibilities**

#### **1. Recruitment, Training and Matching**

- Recruit, train and manage new applicants (volunteer learning mentors) and new referrals (mentees).
- Write, review and organise training and sharing sessions for mentors.
- Match new learning mentors with new mentees, visiting homes for the initial visit and matching meetings.
- Help to ensure volunteers feel welcomed, valued, and understand their role and commitment.
- Ensure safeguarding and child protection processes are in place and adhered to, including DBS checks

#### **2. Volunteer management and support**

- Provide and oversee on-going support for all volunteer Learning Mentors. Ensuring there is monthly feedback from mentors; and conducting six monthly reviews on a rolling system and end evaluations. Ensure that ending placement guidelines are followed and collate feedback from volunteers on the programme when they leave.
- Research, order and deliver educational resources, disseminate resources on line through our website and communication with volunteers.
- Maintain good communication with teachers in schools and pursue new contacts where required. Organise parent/ teacher/L2L meetings where appropriate to establish targets and discuss learning needs.
- Provide additional support for families where learning mentors have identified further educational or social needs and be proactive in communicating with Love to Learn's casework team and/or making external referrals.

#### **3. Planning**

- Support the development of our Learning Mentor strategy and work plans, in conjunction with the rest of the Love to Learn team at KLS, in line with project budget and targets.
- Ensure that the educational standards of the programme are high quality.
- Ensure our Learning Mentor project is child/young person-centred, designed and delivered to meet the needs of refugee young people; and safe (assisting with safeguarding and health and safety, including risk assessments and security).
- Support the effective use of feedback systems to make sure our Learning Mentor project is relevant and high-quality.

#### 4. Management

- Manage the Learning Mentor programme staff and volunteers.
- Ensure there is effective communication between staff, volunteers, mentors and mentees.

#### 5. Admin & Systems

- Maintain accurate records of mentors, mentees, meetings, feedback, actions taken, and outcomes.
- Oversee the application process including administration of DBS checks for Learning Mentors.

#### 6. Other Duties

- Participate in regular supervision and annual appraisal; help to identify your own job related development and training needs.
- Always work with anti-discriminatory, empowering practice, ensuring everyone is treated with dignity and respect.
- Adhere to Katherine Low Settlement's code of confidentiality, safeguarding and equal opportunities policies.
- Undertake your role in a professional manner and maintain a high quality standard of work in accordance with the aims, values and ethos of KLS.

The above job description reflects the position at the time of writing; it is not intended to be a task list but indicates the general level of work involved. It is expected that duties will be reviewed and revised as required.

#### Person Specification

The following skills and experience are required for this post:

Skills and Experience	Essential / Desirable
Experience of working with refugee communities and/or children/young people and/or minoritised groups, particularly around education and learning, ensuring that clients' needs are at the forefront of service planning and delivery	E
Up to date knowledge of the English school system and curriculum (for example you may be a teacher, mentor, TA or youth worker) and proven skills and experience in how to address the barriers facing refugee communities, both new and more established, in accessing educational opportunities	E
Excellent project management, planning and coordination experience, very competent in prioritising workloads, with strong organisational skills	E
Strong communication skills (verbal and written), with excellent written and spoken English. An ability to communicate with people from a wide range of backgrounds, some of whom have limited English, and lead workshops and training sessions.	E
Ability to motivate, support and encourage volunteers and young people (preferably with experience with young people from refugee communities)	E
Ability to travel across the borough to visit families in their homes after school hours, and meet relevant professionals and services in their establishments	E
Knowledge and experience with regard to promoting and safeguarding the welfare of children you are responsible for or come into contact with.	E
Experience of monitoring and evaluating projects effectively and ensuring that they are consistently meeting needs	E
Excellent IT skills including MS Office suite and ability to use spreadsheets, databases, social media and email	E

Ability to work as part of a small team, listening to and valuing the contribution of all staff, service users and volunteers, whilst also working independently	E
Committed to KLS's mission, vision and values	E
ESOL, TEFL or EAL teaching experience	D
Skills in managing volunteers	D
Aptitude for communicating in another language, particularly Farsi/Dari, Amharic, Somali, Tigrinya or Pashtu	D
Come from a refugee background	D
Knowledge of Battersea / Wandsworth	D
<b>Personal Qualities</b>	
Passionate about social justice, education and championing the value of families from refugee communities	E
A hands-on, highly motivated individual with considerable drive, energy and a determination to succeed	E
Outstanding interpersonal and communication skills, specifically with young people and able to get on well with volunteers and families	E
Trustworthy, non-judgemental, caring and compassionate, proactive, self-motivated and hardworking	E

### Further Information

For further information about the post please contact Fleur Anderson, KLS Head of Community Services on 020 7223 2845 and [fleur@klsettlement.org.uk](mailto:fleur@klsettlement.org.uk)

- Katherine Low Settlement is committed to equal opportunities.
- All offers to work at Katherine Low Settlement are subject to two satisfactory references, which is standard KLS policy applicable to all roles. KLS also ask for an enhanced DBS check.
- You will adhere to matters of confidentiality concerning this role and the KLS team.
- An induction is given to new staff, which includes sharing our policies and procedures relevant to this post.
- There is a 6-month probation period for this role.

*Last updated: 27<sup>th</sup> March 2018*

## Katherine Low Settlement's Job Application Form

Contact Details					
<i>Name</i>					
<i>Address + Postcode</i>					
<i>Telephone</i>					
<i>Email</i>					
Qualifications / Training / Education					
<i>Subject Studied</i>	<i>Qualification</i>	<i>Awarding Body</i>	<i>Name of College</i>	<i>Result</i>	<i>Dates</i>
Work & Voluntary Experience					
<i>Employer</i>	<i>Role</i>	<i>Main Responsibilities</i>	<i>Dates</i>	<i>Reason for Leaving</i>	

**Why do you think you are suitable for the job as advertised?**

Large empty rectangular box for writing a response to the question above.

**References (2 required)**

<i>Name</i>	<i>Organisation</i>	<i>Telephone</i>	<i>Email</i>

I confirm that the details above are correct and true

Signed.....

Printed Name.....

Date.....

## Katherine Low Settlement Equal Opportunities Monitoring Form

KLS want to make sure that it is an equal opportunities employer in practice, which is why we want to monitor our recruitment procedures. By completing this form, you are helping us improve our equal opportunities practice. We will separate this part of the form from the application form. It will not form part of the selection process. All information will be held confidentially.

Please tick the appropriate boxes:

**1. How would you describe your gender?**

Male  Female  Transgender  Prefer not to say

**2. What age group do you belong to?**

16-24  25-34  35-44  45-54  55-64  over 65   
Prefer not to say

**3. How would you describe your sexuality?**

Heterosexual/straight  Gay man  Gay woman/lesbian   
Bi-sexual  Prefer not to say

**4. Do you consider that you have a disability?**

Yes  No  Prefer not to say

**5. Do you have a disability, as defined by the Disability Discrimination Act?**

Yes  No  Prefer not to say  Don't know

**6. Do you consider that you have a long-term health problem?**

Yes  No  Prefer not to say

**7. How would you describe your religion or belief?**

My religion or belief is \_\_\_\_\_  
I have no religion or belief  Prefer not to say

**8. How would you describe your nationality?**

Please describe \_\_\_\_\_  
Prefer not to say

**9. How would you describe your ethnic origin?**

Please describe \_\_\_\_\_  
Prefer not to say

**Thank You.**

## Katherine Low Settlement Employment Self-Declaration and Disclosure Form

### Private and Confidential

All information will be treated as confidential and managed in accordance with relevant data protection legislation and guidance. You have a right of access to information held on you under the Data Protection Act 1998.

<i>Name:</i>	
<i>Address and postcode:</i>	
Have you ever been known to any Children's and/or Adult Services department as being a risk or potential risk to children and/or vulnerable adults?	YES / NO <i>(if Yes, please provide further information below):</i>
Have you been the subject of any disciplinary investigation and/or sanction by any organisation due to concerns about your behaviour towards children and/or vulnerable adults?	YES / NO <i>(if Yes, please provide further information below):</i>
Confirmation of Declaration <i>(tick box below)</i>	
<input type="checkbox"/>	I agree that the information provided here may be processed in connection with recruitment purposes and I understand that an offer of employment may be withdrawn or dismissal may result if information is not disclosed by me and subsequently come to the organisation's attention.
<input type="checkbox"/>	In accordance with KLS's procedures, if required, I agree to undertake a DBS check and/or provide a valid DBS certificate and consent to the organisation clarifying any information provided on the disclosure with the agencies providing it.
<input type="checkbox"/>	I agree to inform KLS within 24 hours if I am subsequently investigated by any agency or organisation in relation to concerns about my behaviour towards children, young people and/or vulnerable adults.
<input type="checkbox"/>	I understand that the information contained on this form, the results of the DBS check and information supplied by third parties may be supplied by KLS to other persons or organisations in circumstances where this is considered necessary to safeguard other children and/or vulnerable adults.
<b>Signature:</b>	
<b>Print name:</b>	
<b>Date:</b>	