



Role Profile

Job Title

Learning Mentor Team Leader

Salary range

Point 35

Contract

52 weeks

Main location

Portland College

Hours and basis

37.5

Reports to

Assistant Principal FE Nottingham

Date of issue

May 2026

Why Portland College needs this role

Portland College is an Outstanding, vibrant national college for disabilities and associated learning difficulties. We strive to develop every learner's unimagined potential with a personalised programme. The curriculum is underpinned by a range of accredited qualifications. We deliver a specialised sensory curriculum for learners with more complex needs. The College needs the role to provide on-going support to our Nottingham Hubs provisions

What you will be doing

Key Responsibilities:

- Develop and deliver bespoke training sessions for staff to address specific learning needs in collaboration with the PBS Team Leader
- Support with the de brief process and therapeutic support for staff well being
- Identify training opportunities for the Learning Mentors
- Provide regular coaching and mentoring sessions to enhance staff performance and morale.
- Foster a supportive and inclusive working environment for staff
- Direct reports for the Learning Mentors at Woodborough Road (20-25 staff)
- Report into the Assistant Principal for FE Nottingham

Coaching and Mentoring:

- Provide tailored coaching sessions to staff to improve their practice and confidence.
- Offer mentoring to develop staff professionally and prepare them for future career opportunities.
- Support staff in managing learners with complex behavioural needs
- Regularly review and evaluate the effectiveness of coaching and mentoring interventions.

Key results we want to see from this role

- Professionalise the role of the Learning Mentors
- Learning Mentors working at good or better in line with Education and Training Foundation standards and the Education Inspection Framework EIF

Dimensions of the role

- Coach and Mentor through supportive action plans Learning Mentors to ensure quality improvements to the expected standard

Key work relationships

- Assistant Principal FE Nottingham
- Hubs Coordinator
- Education Team Managers
- PBS and Therapy Teams
- Delivery staff



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Working Environment and working patterns

- Working relevant hours to support business needs and generally Monday – Friday 08.45 – 16:45
- The role will be based at the Woodborough Road hub and you are likely to be required to support off site and at other Portland locations

Other information

Portland College is committed to safeguarding and promoting the welfare of its learners, customers, volunteers and staff. We expect all our staff to be aware of their responsibilities to protect learners, citizens, customers, volunteers and staff from abuse or harm and to promote Fundamental British Values.

Successful applicants will be required to undertake a Disclosure and Barring Service (DBS) check and to provide proof of their right to work in the UK.

Other Duties & Responsibilities

- Such other duties as the management may from time to time reasonably require
- To support the development of the Learning & Teaching department as and when required

The above role profile is not all encompassing and is subject to regular review.

Signature of post holder

Date

I have read and accept the duties and responsibilities outlined in this role profile.