

	Role Profile
Job Title	Learning Mentor

Salary range	Point 21, 23, 28 (Dependent on probation and qualifications)
Contract	40 weeks or 52 weeks subject to individual preference
Main location	Portland College
Hours and basis	37.5 hours
Reports to	Assistant Principal Nottingham Hubs
Date of issue	May 2026

Why Portland College needs this role
For learners aged 16-25 with complex behavioural support needs offers a nurturing, flexible and individualised learning environment, integrating therapeutic approaches to help learners reach their full potential. Learning Mentors provide crucial support to learning and teaching staff on a daily basis. It is essential in delivering a sensory-rich, emotionally supportive, and person-centred learning experience that fosters independence, well-being, and inclusivity.
What you will be doing
Purpose of the Role Your focus will be on creating a safe, nurturing, and sensory-rich environment that enables learners to thrive.
Key Responsibilities • Act as a key worker for assigned learners, offering consistent support and guidance. • Provide individualised support to learners across their study programme. • Create and maintain a safe, structured, and sensory-rich learning environment. • Deliver learning activities designed by teaching staff. • Support in the preparation and organisation of learning resources. • Maintain up-to-date training relevant to the role and learner needs. • Monitoring and recording of learner progress against individual targets. • Deliver personal care and support eating and drinking. • Attend multidisciplinary meetings to contribute to holistic learner support. • Follow all College policies and procedures.
Key results we want to see from this role
• Learners receive high-quality, individualised support that enables them to make meaningful progress in line with their Education, Health, and Care (EHC) Plan outcomes. • A positive and structured learning environment is maintained, supporting learners' engagement, independence, and personal development. • Effective collaboration with teaching staff, therapists, and other professionals to enhance learner experiences and outcomes. • Compliance with safeguarding, health and safety, and best practice standards in SEND
Dimensions of the role
• You will work as part of a dedicated team of teaching and support staff, contributing flexibly to meet the diverse needs of learners. • Representing the College with external parties such as families/carers, other professionals and in other workplaces and community locations.
Key work relationships



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Learning Mentor

- Positive Behaviour Support Team Leader
- Progression Tutor and other delivery staff
- Other delivery, professional and management staff in the College
- Families/carers and third party professionals working with the learners

Working Environment and working patterns

- Working relevant hours to support business needs and generally Monday – Friday 08.45 – 16:45
- Working with individuals can be intensive and there will be frequent rotation of duties during the day
- The role will be based at the Nottingham hub and you are likely to be required to support the learner(s) 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.