

**University of  
Northampton**

**Learning Development  
Mentor  
Job Description**



# **Job Title: Learning Development Mentor**

**Grade: 3**

**Responsible to: Head of Learning Development**

## **Overall Purpose**

The post will provide mentoring to students to develop skills for academic success. The post holder will work within the Library, Learning and Student Services (LLSS) framework of academic skills development to target interventions that will positively impact student engagement, retention, progression and attainment.

They will work with colleagues in the Faculties and across Professional Services to identify and implement appropriate mentoring strategies for individual students. They will keep appropriate records of interventions and use their experience to inform research and practice into student engagement and the overall student academic experience.

## **Principal Duties and Responsibilities**

- Mentor individuals, and occasional groups, in the development of academic and/or maths and statistical skills.
- Work with academic and professional services staff to develop mentoring strategies to develop skills that recognise individual needs within the wider academic context.
- Become familiar with the range of support mechanisms available to students, and signpost students to these as appropriate.
- Record their contact with student and any interventions they provide.
- Support Learning Development Team at Drop-ins and skills workshops.
- Undertake appropriate training and development for the post to ensure consistent and well-informed practice.
- Inform the development of excellent practice around skills development and the overall student academic experience.

## **Generic Duties and Responsibilities**

- The post holder will be expected to undertake other responsibilities and tasks as reasonably requested by the Line Manager and/or Head of Learning Development.
- The post holder will be responsible and accountable for ensuring all employment legislative requirements are adhered to including equality and diversity and health and safety issues.
- The post holder will be required to engage in evening and weekend work to accommodate Open Days and other marketing events organised by the institution.
- The job description may be altered at any time in the future in line with the level of the post to meet changing institutional requirements, but only in full consultation with the post holder.

# Person Specification

Please ensure that your application statement provides clear and specific examples to illustrate how you meet each essential criterion. Applicants that fail to do so will not be shortlisted.

Criteria	Essential / Desirable	Assessment Methods
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## Qualifications

1	Undertaking a University of Northampton undergraduate degree programme and in your second year 2025/26 with an average Grade profile of 2:1 or above	Essential	Application
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## Skills, Knowledge and Experience

2	Examples of successfully demonstrating required for success at undergraduate level which could include academic and study skills or maths and statistical skills	Essential	Application Interview
3	Demonstrate awareness of University of Northampton support systems, processes and communities that can effectively support students' success	Desirable	Application Interview
4	Experience of mentoring, influencing or supporting others to achieve their goals	Desirable	Application Interview
5	Excellent interpersonal skills with the ability to communicate effectively at all levels and liaise both internally and externally	Essential	Application Interview
6	Demonstrable accurate record keeping	Essential	Application Interview

## Personal Qualities

7	Ability to work independently and as part of a team	Essential	Application Interview
8	Ability to work under pressure and to deadlines	Essential	Application Interview
9	A flexible approach to the working environment and working hours	Essential	Application Interview
10	Ability to adapt to organisational change	Desirable	Application Interview
11	Ability to adapt to technological advances in the workplace	Desirable	Application Interview

12	Integrity and professionalism, demonstrating a commitment to ethical standards, confidentiality, and the University's values of inclusivity, trust, sustainability and aspiration	Essential	Application Interview
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