LINKAGE COMMUNITY TRUST
JOB DESCRIPTION

POST:	**BUDDY**
RESPONSIBLE TO:	**STUDENT REPRESENTATIVE (Voluntary role)**
RESPONSIBLE FOR:	**PROMOTING AND ACTING AS A BUDDY; LEARNER ON LEARNER**
LINE MANAGER TO:	**N/A**
LOCATION:	**WEELSBY / TOYNTON**

PRINCIPAL DUTIES:

Provided at all times that this remains consistent with any Linkage-wide policy and/or practice, these will include:

1. To act as a Buddy; Learner on Learner for new Learners starting at the college, and existing Learners when required.
2. To liaise with Student Representative in supporting Learners.
3. To provide guidance and support to allocated Learners, as appropriate.

KEY TASKS:

1. To support new Learners during their first Term in all aspects of college life.
2. To be available for new Learners if they have any questions.
3. To Signpost new Learners to relevant Staff/Information.
4. To provide all Learners with a positive role model.
5. To update Student Representative on a regular basis.
6. To support their allocated Learners in Specific areas as requested.
7. To implement and promote the Linkage Policy for Equality and Diversity.
8. To undertake appropriate development and training.
9. To be personally responsible for your own Health and Safety

This job description will be reviewed at the start of the college year (September) and may change at any time after discussions with the Buddies and Learner Services Team.