

## Job Description

Job title: Pathways Coordinator

Hours: 37.5 hours per week

Contract type: Fixed Term until 31 August 2025

Pattern of work: 08.30 – 16.30hrs (Monday to Friday)

Term Time plus 2 weeks (first and last week of summer holidays)

Reporting to: Intervention Lead and Assistant Headteacher

FTE Salary: £30,000

Actual Salary: £28,262

### Main purpose

School-based Pathways Coordinators (PCs) are our most important team members, but first and foremost are a part of their school team and community. For this role, you will need to be passionate and driven to ensure all disadvantaged students are supported to find, grow and use their individual talents. Ultimately to ensure that their education outcomes, employment choices and life chances are maximised. You will have experience of working with young people, be highly organised and infectiously ambitious for all the young people you work with. Ensure the allocation of mentors to students and monitor the effectiveness of this intervention, whilst supporting students through 1:1 and group sessions.

### Duties and responsibilities

Build effective relationships with the young people

- Working with Year 6s in feeder primary schools to ensure a comprehensive and smooth transition
- Facilitating weekly Group Work in Year 7 and Year 8 for small groups of 8 to 10 young people
- Being a point of consistent and accessible support for young people
- Supporting mentor induction, training and development
- Matching 20 and rising to 50 young people in across KS3 and KS4 with mentors
- Supporting ongoing mentored relationships
- Discussing and agreeing the cohort of young people in programme scope with School Links
- Working in close partnership with employers and widening access colleagues
- Tracking young person progress
- Reporting on programme impact
- Supporting Talent Taster (employment & further/higher education experiences) and regional events.

Mentor recruitment, training, engagement and support

- Consistently support and actively engage mentors throughout the length of their mentoring relationships
- Working with regional team, Programme Manager and Mentor Services, help drive mentor recruitment to the targets needed for your school
- Co-deliver Core Mentor Training
- Promote use of the Mentor Hub, identify training materials and share best practice
- Continually feedback to mentoring services all mentor issues, improvement suggestions and perspectives on quality of matches

MCR programme development, impact & continuous improvement

- Feedback on programme improvement strategies (regional or school specific) to MCR team
- Active participation in continuous improvement project teams when formed across the region and/or when the need is identified
- Active participation in the MCR PC Forums and peer support networks

Contribute to the wider school community

- Assisting teachers and staff members with pastoral support