

## Role information

This document provides an overview of what the role will entail and should give you a good idea of what your day to day responsibilities will look like. You will also find a person specification at the bottom of this document which outlines the skills needed for, and the requirements of, the role you are interested in.

### Job description

<b>Post:</b>	Progress Mentor
<b>Responsible to:</b>	Head of Student Services and Assistant Heads of Student Services
<b>Coordinates with:</b>	Progress Mentors, Wellbeing Mentors, Teachers, Heads and Assistant Heads of Department, Additional Learning Support, FYi/Futures, other staff at college and parents/carers.
<b>Purpose of the post:</b>	To provide pastoral care to a cohort of students with a focus on attendance, academic progress and positive progression after college. Rigorously monitoring student progress and delivering targeted interventions to bring about improvement where this is needed.

### Summary of responsibilities:

Each Progress Mentor will be allocated a cohort of students for whom they will act as a personal tutor and mentor. This role will include, amongst other things, the delivery of the pastoral curriculum, one-to-one support, monitoring student attendance, following up absences, tracking student progress, a focus on skills development, guidance for students' next steps after college, responding to concerns about wellbeing and behaviour and taking appropriate action, as required.

### Main duties:

- Value each student as an individual and provide support, guidance and care to enable them to achieve their maximum potential in their academic studies and progression after college.
- Work with teachers, Heads of Department, Assistant Heads of Department, Student Services and other student support staff to develop and maintain high-quality student support strategies.
- Liaise with parents/carers, other support services available at college, as well as external agencies, making appropriate referrals as required.
- Work closely with the other progress mentors to ensure standardisation of the student experience, jointly providing cover and developing strategies to add value to teaching and learning.
- Identify and share good practice in personal tutoring.
- Be up-to-date in communication strategies and student management.
- Support the delivery of enrichment and enhancement activities.
- Maintain comprehensive, up to date student records for one-to-one support and a clear log of timely interventions.
- Ensure accurate and timely communications with all relevant staff including internal support services.
- Be responsible for managing own workload and communication via effective use of email, online calendar and other communication methods

## **Student Support**

- Introduce new students to the college, ensuring they are on the right study programme, understand their timetable, the college values/expectations and the support and opportunities available.
- Ensure appropriate uptake of additional support, enrichment opportunities and work experience to enhance students' college experience
- Plan high quality group sessions, researching and creating relevant resources including and, where appropriate, maintaining effective links across college and externally.
- Deliver high-quality group sessions so students develop the skills, character and knowledge to achieve academic success, take healthy and safe lifestyle decisions and be prepared for their next steps after college.
- Deliver high quality one-to-one tutorials. Reviewing students' progress on a regular basis to ensure high levels of engagement and achievement and ensuring students are taking appropriate steps so they are preparing for positive progression. Recognising achievement and setting relevant targets for further development.
- Monitor academic and personal progress, providing timely praise, recognition and interventions, as needed.
- Facilitate the promotion of college wide notices/events.
- Advise students on how best to research and choose appropriate progression opportunities.
- Advise students on the completion of higher education, apprenticeship and employment applications and be responsible for coordinating and ensuring high-quality academic references in conjunction with subject teachers.
- Prepare draft references for students to support applications for their next steps.

## **Attendance monitoring**

- Ensure high levels of student attendance through rigorous daily monitoring, checking for patterns of absence, liaising with staff and parents/carers as necessary.
- Follow up unknown student absences daily and update register records
- Work collaboratively with curriculum and support staff to monitor and follow up student attendance concerns, taking opportunities to recognise and praise high or improved attendance.

## **Safeguarding & behaviour**

- Be responsible for safeguarding and promoting the welfare of children, young people and vulnerable adults.
- Provide initial safeguarding response to student disclosures or concerns in line with the college's safeguarding and child protection policy.
- Take part in regular safeguarding learning and development to maintain up to date knowledge of safeguarding procedures and local context.
- Promote high standards of student behaviour by consistently applying expectations, boundaries and consequences in line with the college positive behaviour policy, as well as taking opportunities to recognise and praise outstanding or improved behaviour.
- Work with curriculum and other student support teams on the identification of 'at risk' students who need further support and intervention

## **College responsibilities**

- Be actively involved in the college's continuous improvement culture
- Work proactively to achieve the college's targets in achievement, high grades, added value, attendance, retention and student satisfaction
- Participate in performance management and professional development activities as required
- Value diversity and promote equal opportunities
- Engage in marketing activities as requested by your line manager

- Work within health and safety guidelines and be aware of responsibilities for health, safety and security
- Adhere to college policies and procedures, including data protection
- Participate in college activities, including open events, parents' evenings, events, enrolment and induction.

### Summary of main terms and conditions

<b>Salary</b>	Points 13 to 15 of the Sixth Form Colleges Support Staff pay spine currently £25,726 to £27,209 per annum for full-time, college staff term time only plus five days.
<b>Working hours</b>	Your working hours will be 08:30am-4:30pm, Monday to Friday, staff college term time only plus 5 days. You are expected to attend a weekly departmental meeting which will take place outside the core day. Some flexibility in the hours worked will be expected, this could include some work in the evenings and at weekends.
<b>Pension scheme</b>	You will be auto-enrolled into the Local Government Pension Scheme
<b>Safeguarding</b>	The Blackpool Sixth Form College is fully committed to safeguarding and promoting the welfare of all students, staff and visitors. All posts, including volunteers, are subject to enhanced DBS (Disclosure and Barring Service) clearance. All shortlisted applicants will be asked to complete a self-declaration of any criminal record or information that will make them unsuitable to work with children. Any offer of employment may be withdrawn should any information come to light that has not been included in the self-declaration. Please note that we reserve the right to review your online presence in line with the keeping children safe in education guidance.
<b>Payment</b>	Your salary will be paid on the last working day of each month by BACS transfer.
<b>Health</b>	Appointments to the college are subject to satisfactory health clearance. You will be required to complete a health questionnaire and may be asked to attend a medical.
<b>References</b>	Two references will be required on application; one must be your most recent employer. Should we not receive these references when requested from the referee you may be asked to follow these up or provide an alternative referee.
<b>Reviews</b>	You will have regular reviews to assess your progress and set targets.

### Person specification for Progress Mentor

In the person specification you will see how we are planning to assess these criteria, through your application (A), in a task at the assessment centre or at the interview (I) as part of the assessment. If something says we will be assessing it through your application, please make sure we know about it in your personal statement so that you have the best chance of being shortlisted.

	Assessed at...
<b>You've got...</b>	
These are the qualifications you need to have to be considered for shortlisting, without these you won't be considered for appointment. You will need to bring your qualification certificates with you on the day of the assessment centre so we can take a copy.	
Level 3 or above qualifications or equivalent	A, I
GCSEs or equivalent at Grade C/4 in Maths and English (or willingness to undertake these)	A

You're great at...	
These are the <b>essential</b> things that you have so you can do the job, without these you won't be considered for appointment.	
Displaying the ability to confidently deliver pastoral support with enthusiasm and energy	I
Showing a willingness to undertake appropriate learning and development	I
Providing support and guidance for young people	A, I
Motivating and inspiring students with differing abilities and needs	I
Delivering the pastoral curriculum and support and guidance with a rigorous and responsive student-centred approach	A, I
Demonstrating a commitment to equal opportunities, customer care and quality assurance	A, I
Communicating and have great organisational skills	A, I
Demonstrating your expectations of high standards and responding effectively when standards are not upheld.	I
Delivering high-quality personal tutoring	I
Committing to the process of continuous review and improvement	A, I
Demonstrating a commitment to the safeguarding and well-being of all students	A, I
It would be good if you had...	
Whilst <b>not essential</b> , it would help in the role if you had any of the below.	
Degree level qualification ( <b>or</b> relevant professional qualifications).	A, I
Experience of the academic and/or vocational curriculum	A, I
Experience in delivering high-quality teaching and learning	A, I
Experience of working with young people in a post 16 educational setting	A, I
An Introductory or Intermediate Certificate in Teaching (or willingness to achieve one if directed to do so)	A, I
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