JOB SPECIFICATION

**Science Mentor (Officer)**

# Purpose of the post

This post will involve working with local schools and at College to support students’ learning in Science and to promote Science.

# Summary of Main Duties and Responsibilities

**Officer Responsibilities:**

* Embed a culture of high performance and service excellence.
* Provide positive and supportive team leadership (as appropriate) and effective communication.
* Regularly review and update policies, procedures and processes to meet College need.
* Share good practice and take a lead on relevant initiatives.
* Work independently with minimal supervision.

**Specific responsibilities:**

* To work with local primary schools to provide science support with the target aim of delivering 25 sessions per month (one session approx. 1 hr excludes holidays)
* To participate in the development and organising of Science events for local partnership schools.
* To liaise with schools to identify pupils who require additional support to enable them to pass their Science GCSE.
* To develop personal mentoring activities with these pupils to assist them with their progress in GCSE Science subjects.
* To support GCSE, AS/A level and BTEC Science students at college that need additional support as necessary.
* To liaise with Primary Schools to develop programmes of learning in investigative practice in science and to promote progression.
* To implement and manage the Primary School Ambassador Programme.
* To participate in the development and organising of Science events, including some Gifted and Talented students, and in developing closer links with HE provider.

**Requirements of All College Staff:**

* To promote and uphold the College Mission Statement, values and strategic aims and objectives.
* To comply with the College’s policies and procedures, including those relating to health and safety, safeguarding, welfare and security.
* To work positively and inclusively with colleagues, students, parents and other partners regardless of their gender, ethnicity, sexuality, age or disability.
* To attend briefings and staff meetings as required.
* To participate in the College’s Performance Management Review scheme and undertake professional development and training as required.
* To be a positive role model and take responsibility for promoting good standards of behaviour and conduct in students.
* To undertake other duties that are in accordance with the purpose and grade of the post as agreed with the Principal or Deputy Principal or designated alternate.

## Relationship to other posts within the College

**Supervision received:** Curriculum Area Leader: Science

|  |  |  |
| --- | --- | --- |
| **Job Specification Review Cycle** | **Date** | **Initials** |
| Reviewed | 1 July 2022 | RDN |
|  |  |  |

**PERSON SPECIFICATION: Science Mentor (Officer)**

This person specification will be used in shortlisting and interview to select the best candidate. Each applicant should therefore address the person specification in their written application and where appropriate should give examples of how you meet the criteria.

|  |  |  |  |
| --- | --- | --- | --- |
|  | Essential | Desirable | Method of Assessment |
| Experience  |  |  |  |
| Experience of working with young people | ✓ |  | Application/Interview |
| Experience of working with primary school children in a guidance or support context in education | ✓ |  | Application/Interview |
| Experience of working with primary school 14-19 year olds in a guidance or support context in education |  | ✓ | Application/Interview |
| Skills and Knowledge |  |  |  |
| Knowledge of current careers/progression information(including both 16-19 and Higher Education) |  | ✓ | Application/Interview |
| Education and Qualifications |  |  |  |
| Good Standard of Education – to at least Level 3 ( A level equivalent) | ✓ |  | Application |
| Very good numeracy and literacy skills | ✓ |  | Application |
| A Graduate qualification |  | ✓ | Application/Interview |
| A level qualification in Science subject  |  | ✓ | Application/Interview |
| Qualified First Aider with First Aid at Work Certificate or willing to work towards this qualification. |  | ✓ | Application/Interview |
| Attitude and Personal Qualities |  |  |  |
| Ability to deal effectively with a wide range of people at different levels | ✓ |  | Application/Interview/References |
| Ability to work independently and as part of a team | ✓ |  | Application/Interview/References |
| Sound administrative and organisation skills.  | ✓ |  | Application/Interview/References |
| Good interpersonal Skills  | ✓ |  | Application/Interview/References |
| Customer Care Skills  | ✓ |  | Application/Interview/References |
| Ability to work to deadlines | ✓ |  | Application/Interview/References |
| Patience and ability to remain calm | ✓ |  | Application/Interview/References |
| Suitability to work with children | ✓ |  | Enhanced DBS clearance/References |
| Commitment to equality of opportunity and anti-discriminatory practice.  | ✓ |  | Application/Interview |
| Sensitivity to community issues | ✓ |  | Application/Interview |
| An enthusiastic and flexible approach to working routines and practices | ✓ |  | Application/Interview/References |
| Empathy with the 16-19 year age group and the provision of a quality service for young people | ✓ |  | Application/Interview |