Student Mentor Coordinator

Job Description & Person Specification

Student Mentor Coordinators are our most important team members, but first and foremost are a part of their school team and community. Key aspects of the role are:

Build effective relationships with the young people in scope

* 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
* Being a point of consistent and accessible support for young people
* Supporting mentor induction, training and development
* Matching young people with mentors
* Supporting 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

Person Specification

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|  | Essential | Desirable |
| Skills & Experience | Experience of working with young people  Competent digital literacy including MS word & excel, social media and other digital platforms  Experience or a knowledge of processes to document and evidence good practice and positive outcomes  Awareness and understanding of the principles of safeguarding and child protection duties | Experience of working with care-experienced or vulnerable young people  Knowledge of using Google Drive, and of creating/using spreadsheets  Experience of facilitating group sessions with young people and/or delivering training/information sessions to adults  Experience of managing and/or positively supporting volunteers |
| Abilities | Ability to present programme information & deliver prepared training sessions to groups  Exceptional ability to build meaningful relationships with young people aged 11-18 years, education colleagues, volunteer mentors and local employers  Ability to work well on own initiative, as part of a team and on a flexible basis in response to young person & organisational need |  |
| Attitude & values | An understanding of the challenges and barriers that care-experienced and/or vulnerable young people may experience  Young person consistently at the heart of professional values and practice  Positive, solution-focused attitude  Non-judgemental approach  Role model for Motivation, Commitment & Resilience. |  |
| Qualifications | English & Maths GCSE grade C+ (or equivalent) | Diploma level or above in relevant subject |