



Job Description

Post:	Work Related Learning Mentor
Responsible to:	Assistant Principal
Grade:	Grade G (NJC SCP 19 - 22)
Contract:	37 hours per week, term time only + 5 training days

1. Work Placements

- Lead college based organisation and assessment of long-term work placements for students on work-related courses (e.g. construction, nursing), liaising with staff and potential placement providers, undertaking observations and seeking further opportunities for students.
- Lead college based organisation and assessment of short-term work placements, liaising with staff and potential placement providers, coordinating observations and seeking further opportunities for students.
- Carry out all administration relating to work placements, including Health and Safety and safeguarding checks that are required.
- Arrange for briefing and debriefing sessions for all students undertaking work experience.

2. The Gatsby Benchmarks

- Understand what the Gatsby Benchmarks are, and what the college needs to do to be fully compliant with these benchmarks.
- Responsible for the organisation, co-ordination and evaluation of the college's Careers Education and Work Related Learning activities, e.g. the Y12 Progression Week, Mock Interviews, Y9 Careers Fair, Y10 Apprenticeships/Employment Fair and planning with senior staff to ensure that Careers Related Learning features in Schemes of Work to meet the Gatsby Benchmarks.
- Carry out/organise activities/events to include checking data, risk assessment, parental agreement, accompanying students on visits and evaluating their impact.
- Develop links with industry to create opportunities for students.

3. Careers Information and Guidance

- Manage student contact/interviews with the Career Connect Personal Advisers, e.g. arranging personal appointments.
 - Work with designated staff to review Careers Scheme of Work in PSHE and audit Careers Education across all subject areas, providing relevant support and materials as required.
 - Provide 1-1 Careers guidance as required, e.g. with Y13 students.
 - Liaise with external agencies as required.
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ACHIEVING THE HIGHEST STANDARDS TOGETHER

- Keep up to date with Local Market Information (LMI), making this information available to the students.
- 4. Continuous Improvement**
- Represent the college in meeting to improve the service for our students.
 - Work with key staff to evaluate and improve the quality of provision in this area.
 - Work with the Assistant Head and other relevant staff to complete Self Evaluation and the area improvement plan
- 5. Communication**
- Attend relevant meetings and give appropriate feedback and updates.
 - Inform SLMT, parents and staff of issues relating to work experience and other events relating to the post.
- 6. Administration**
- Provide administrative support to the Assistant Head and other relevant staff working in this area.
 - Undertake supervision of the Sixth Form Study Area at designated times.
- 7. Duties and Responsibilities**
- To comply with the Council's/College's Health and Safety Policy and associated safe working procedures and guidelines.
 - To comply with the Council's/College's Equality Policy and to ensure that it is implemented within the service area of the post.
 - To comply with the Council's/College's Data Protection Policy/legal requirements.
 - Responsible for safeguarding and promoting the welfare of children.
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The details contained within this job description reflect the content of the job at the date it was prepared. However, it is inevitable that over time, the nature of the job may change. Existing duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the College will expect to revise this job description from time to time and will consult the postholder at the appropriate time.

This post is subject to satisfactory enhanced DBS certificate.

Date prepared: December 2024

Signed: _____ Date: _____

COWLEY INTERNATIONAL COLLEGE

Principal: Mr R Cormack

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