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## Job Description for Student Mentor

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Responsible to: Assistant Principal (Applied General Courses and Behaviour)

### OVERALL PURPOSE OF THE POST

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To mentor students through individualised personal development programmes. This is an exciting opportunity to contribute to the development of student support through raising aspiration and performance and helping to build ambition, confidence and resilience in young people.

#### Key Responsibilities

- To provide learner mentoring to students who require further support
  - To promote personal and social development
  - To build self-esteem and self-confidence in each individual student
  - To provide information, advice and guidance to learners at every stage of the learning journey
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#### Relationships with Young People

- Have high expectations of young people including a commitment to ensuring that they can achieve their full educational potential and to ensure students are treated as unique individuals.
- Hold positive values and attitudes and adopt high standards of behaviour in their professional role.
- Motivate and build self-esteem and self-worth/self-belief, developing a 'can do' attitude with students.

#### Communication

- Communicate effectively with students and colleagues.
- Communicate effectively with parents and carers at appropriate times, conveying relevant information about attainment, objectives and progress.

#### Core Duties

- Meet with students on an individual basis and in small groups
- Log meetings so that Progress Tutors, parents/carers and teachers are aware that they have taken place
- Escort students to lessons where persistent lateness is occurring
- Support students in improving attendance and punctuality
- Support students in developing good study habits and routines
- Support students in overcoming barriers to learning and achievement
- Encourage students to participate in wider opportunities in college including enrichment
- Review the effectiveness of mentoring and its impact on student progress, attendance, behaviour and reviews with the Progress Tutors / Senior Progress Tutors

### Team Working and Collaboration

- Work with relevant Senior Progress Tutors, Progress Tutors and teaching staff to identify students for mentoring and assess the best way to target support for them.

### Additional Duties

- Contribute to and participate in continuous professional development activities and whole staff meetings/CPD.

All staff have a duty for safeguarding and promoting the welfare of young people. Staff must be aware of the college's procedures for raising concerns about students' welfare and must report any concern to the designated officers without delay. Staff must also ensure that they attend the appropriate level of safeguarding training identified by the trust as relevant to their role.

The post holder's duties must at all times be carried out in compliance with the Trust's Single Equality Scheme, and the post holder must take reasonable care of the health and safety of self, other persons and resources whilst at work. This entails supporting our responsibilities under the Health and Safety Act.

All staff are expected to support the achievement of the Trust/college mission and strategic objectives and to demonstrate the values through their behaviour.

## Person Specification for Student Mentor

*There will be various opportunities for you to demonstrate you have the necessary attributes for this role such as through completion of the application form, at interview, during any tasks and through your provided references.*

ATTRIBUTES	ESSENTIAL	DESIRABLE
Relevant Experience		<ul style="list-style-type: none"> <li>• Previous experience of working with young people</li> <li>• Previous experience of providing information,</li> </ul>
Education and Training	<ul style="list-style-type: none"> <li>• Willingness to undertake further training relevant to the post</li> <li>• General qualifications and education to at least level 2, including Maths and English</li> </ul>	<ul style="list-style-type: none"> <li>• General qualifications and education to level 3</li> <li>• Degree level qualification</li> <li>• Evidence of relevant training and/or qualifications</li> <li>• Safeguarding training</li> <li>• First aid training or willingness to undertake</li> </ul>
Personal Skills and Qualities	<ul style="list-style-type: none"> <li>• A philosophy centred upon the individual learner's value, potential, aspirations and needs</li> <li>• An ability to encourage, inspire and motivate learners</li> <li>• An ability to demonstrate high standards and expectations of self and learners</li> <li>• Ability to work effectively as part of a team or independently</li> <li>• Excellent interpersonal skills</li> <li>• Strong commitment to student welfare, achievement and support</li> <li>• Good communication and language skills, both verbal and written, with a good standard of English</li> <li>• Excellent organisational skills, including working to tight deadlines</li> <li>• Can work collaboratively and supportively with other members of staff</li> <li>• Customer service/care approach to work</li> <li>• Enthusiasm and commitment for the post</li> <li>• A supportive and empathetic approach to students and the ability to relate well to staff</li> </ul>	

<b>Additional Factors</b>	<ul style="list-style-type: none"><li>• A willingness to contribute to college life beyond the classroom</li><li>• Commitment to equal opportunities</li><li>• Commitment to safeguarding the welfare of students</li><li>• An interest in the education sector</li><li>• Commitment to continuous improvement and willingness to learn from experience and practice</li><li>• Ability to cope with unexpected situations</li><li>• Flexible approach to work</li><li>• Enthusiasm and commitment for the post</li></ul>	
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