

WILTSHIRE COLLEGE & UNIVERSITY CENTRE

JOB DESCRIPTION

Job Title	Student Mentor – Looked After Children
Salary	Professional Services Grade 4 & 4a
Reports to	Senior Safeguarding Lead

Job Purpose

The postholder will, under agreed supervision, support the college to meet the needs of our looked after students who may require support to overcome behavioural, emotional or social barriers to learning for them to engage fully with their study programme. This will involve co-ordinating the statutory provision of reviews for looked after students.

Main Duties and Responsibilities

1. Liaising closely with the Safeguarding Team, Curriculum Teams and the Virtual School to maximise attendance, behaviour management and successful progression.
2. To provide advice and pastoral support to identified students individually or as a group, including preventative work appropriate to a variety of difficulties faced by students both personally and educationally.
3. To advise staff on appropriate ways to support students within and outside the classroom, including organising and attending case conferences where appropriate and dealing with disciplinary matters.
4. To work closely with the Safeguarding Team in their work with individual students who may face serious issues. Monitor and support students who are likely to be at risk of disengaging by proactively following up on non-attendance and to work to re-engage students where necessary.
5. To support students to behave appropriately at break times and lunchtimes, assist with any incidents of poor behaviour and report/record these accordingly.
6. To ensure that student progress is appropriately reported to the appropriate agencies.
7. To support identified students in their transition into college.
8. To develop a knowledge of the cohort of students to be supported and participate actively in the recruitment and guidance process.
9. To support the Safeguarding Team as designated teachers to ensure that all students attend all aspects of their study programme, that their progress reviews and assessments are up-to-date and recorded effectively and that they are preparing for progression and work.
10. To use appropriate college systems; ProMonitor, ProSolution and MyConcern.
11. To provide direct coaching to students to improve attitude to learning, attendance, punctuality, positive behavior, study skills, progression, and employability skills.
12. To support the achievement of targets and activities promoting positive progression.
13. To maintain positive relations with the Virtual School, parents, and guardians as appropriate.
14. To actively promote positive student behaviours in public and social areas of the college and to challenge and address poor behaviours where these are seen.

15. To actively support learner engagement and learner voice.

Other

1. Identify the training needs of tutors in relation to the delivery of the student tutorial programme, and plan / deliver training.
2. Ensure effective and consistent support for students and staff through the tutorial programme, to improve student retention and success and to share best practice across all areas of the college.
3. Signpost learners to external or internal support as required.

General

1. To undertake any further training as identified in the college review procedures.
2. To participate fully in college Quality Procedures.
3. Ensure that safe working practices are followed in respect of COSHH and other Risk Assessment control measures.
4. To comply with and promote college Health and Safety policies and take appropriate responsibility to ensure the health and safety of self and others.
5. To understand, comply with and promote the college's Safeguarding policy and procedures.
6. To understand, comply with and promote the college's Diversity policies and procedures.
7. To engage in continuous professional development.
8. To undertake such other reasonable duties as may be required from time to time and review this Job Description at least annually through the college PDR scheme.

PERSON SPECIFICATION (E = Essential D = Desirable)

Method of Assessment	Essential or Desirable	Application Form	Interview
The table indicates the method by which the skills/knowledge/level of competence in each area will be assessed.			
Qualifications			
Hold a level 3 qualification in a relevant subject	E	X	X
To hold a Literacy and Numeracy qualification at Level 2 (GCSE A-C)	E	X	X
Evidence of strong CPD	E	X	X
Knowledge / Previous Experience / Skills / Ability		X	X
Experience of working with young people	E	X	X
Experience of co-ordinating ePEP reviews	D	X	X
Experience of managing groups of students, coaching and engaging with students in an educational setting.	E	X	X
Ability to identify potential barriers to education and personal development, implementing strategies to overcome these.	D	X	X
Experience of record keeping, data inputting and providing timely reports.	E	X	X
Accessing and navigating confidently around ICT systems and databases including Pro Monitor, Pro Achieve and other Pro Solution options.	E	X	X
Work calmly under pressure and highly organised.	E	X	X
Anticipate changes to service required to constantly improve the student experience.	E	X	X
Experience of working professionally with a range of partner organisations, making referrals or organising events.	D	X	X
A good understanding and knowledge of safeguarding, equality and diversity, benefit entitlements and general student health, pastoral support and welfare issues.	E	X	X
Work effectively on own initiative and as a member of a team.	E	X	X
Meet key service targets and objectives.	E	X	X
Have a proven understanding and commitment to the development and provision of excellent customer service in enhancing the student experience.	E	X	X
Confident with the use of IT to include monitoring statistical reporting highlighting areas of achievement and concern.	E	X	X
Work successfully with colleagues at all levels of an organisation to achieve results.	E	X	X
Personal Attributes			
Confident, approachable and friendly disposition with strong communication and interpersonal skills.	E	X	X
Creates a positive image of the college through the delivery of a high-quality customer focussed service.	E	X	X
Seeks support when unclear or when assistance required.	E	X	X
Is able to work flexibly, understanding and responding to change and business needs.	E	X	X

Further Requirements			
Willingness to undertake First Aid Training if required	E		
An understanding of and commitment to Equality and Diversity as it applies to a supportive service in the workplace	E		
An extensive understanding of safeguarding and a commitment to creating a safe learning environment	E		

In addition to the candidate's ability to perform the duties of the post, the selection process will also explore issues relating to safeguarding and promoting the welfare of children.

Notes:

This job description outlines the main duties and key performance outcomes of the role. It is not exhaustive and may be varied by the college following consultation with the post holder. The job description, duties and key performance outcomes must be reviewed annually with the line manager and amendments approved by a member of the Senior Leadership Team.