JOB DESCRIPTION

JOB TITLE	Student Mentor
PAY	Point 22, £26,208 per annum (£23,770 actual)
HOURS	37 hours per week, 39 weeks per year (TT + 3 weeks, 195 days)
REPORTS TO	Group Manager – Personal Development, Careers + Community
LOCATION	Peterborough College

JOB PURPOSE

To work collaboratively with Heads of Department; Welfare and Engagement; Careers, and Curriculum Teams to support the overall IEG Personal Development Strategy for all IEG students. A Student Mentor is responsible for planning and delivering weekly Personal Development sessions; providing front line pastoral support for their caseload of students and tracking and monitoring student attendance.

MAIN DUTIES AND RESPONSIBILITIES

Your main duties and responsibilities will include, but will not be limited to the following areas:

- Planning and delivering a high-quality programme of personal development sessions, that reflect the OFSTED Education Inspection Framework, in your assigned curriculum area so that IEG students develop positive attitudes and behaviours on what it is to be an active, responsible and respectful citizen in modern society.
- Ensure that personal development sessions are in line with the IEG Personal Development Programme, but are also relevant and specific to your caseload of students and to the curriculum area you are assigned to work with.
- Working closely with the Student Services Teams to develop specific retention interventions for all student, but particularly those vulnerable groups e.g. 19+, EHCP, students on "non-mainstream" study programmes, Looked After Children and Young Carers.
- Provide initial pastoral support for all students in your caseload, and assist students in accessing internal Support Services.
- Working with department administrators and curriculum staff to regularly monitor and track student absence/lateness; liaising with parents/carers, and outside agencies where appropriate, to ensure students are supported to achieve an overall attendance rate of 95% across their study programmes.
- Utilise the data management systems and reports, ensuring clear and accurate data is available for curriculum teams to access in order to maximise a collaborative approach to improving student attendance and retention.
- Attend weekly meetings with curriculum managers to discuss student attendance and retention strategies whilst supporting students to succeed. Particular attention should be paid to those students that fall into vulnerable categories.
- Keep a weekly check on attendance and punctuality patterns for students within your caseload (both groups and individual students); implement and record interventions in conjunction with the relevant curriculum area.
- Upon identifying, refer any safeguarding concerns about students to the central Safeguarding team using the referral systems in place.
- If required, to be part of the wider Safeguarding team, complete all necessary training and provide Safeguarding support, subject to allocated faculty areas.

- Assisting in the College's internal progression process and monitor intended/actual student destinations, and support students in making the necessary arrangements for progressions e.g. making appointments for careers advice and guidance, assisting with completion of application forms.
- Work towards the improvement of attendance rates of 'At Risk' students.
- Work towards targets for the reduction in withdrawal of 'At Risk' students to ensure student retention is as high as possible.
- Work towards targets to increase student satisfaction and improve the success of students to bring about positive destinations.
- Active involvement in IEG student recruitment activities including: Open Days; taster days; enrolment and student induction.
- Attend curriculum area meetings as requested.

OTHER

- Engender a strong team ethos, which promotes a positive, can-do attitude across the department.
- Maintain excellent standards of customer care and provide a flexible and responsive service to all users.
- Contribute to the development of IEG Group's Strategic Aims, Objectives and Values.
- Perform duties to a high standard and to ensure that quality assurance and improvement processes are implemented successfully across the College, particularly those relating to own role.
- Participate in and make an appropriate contribution to the College's planning and review processes.
- Undertake continuing professional development as appropriate. Which means taking a full part in the IEG staff development programme, including departmental and role specific training, and the IEG appraisal process.
- Commitment to safeguarding and taking a shared responsibility to promote the welfare and a safe environment for children, young people and vulnerable adults learning within the group.
- To carry out such duties as may be determined from time to time within the general scope of the post.

TERMS AND CONDITIONS

Contract	Permanent, Term Time Only
Pension	Local Government Pension Scheme
Probation	New appointees to the College are subject to a 6 months' probationary period
Disclosure	All employment offers are subject to a satisfactory fully-funded enhanced DBS check
Working Arrangements	Normal working hours of 8.30am to 5.00 pm, Monday to Thursday, 8.30am to 4.30pm Monday Friday

APPLICATION PROCESS

Applicants should complete the College's online application form

PERSON SPECIFICATION Student Mentor						
Criteria	**Essential or Desirable**		**Assessment Method**			
	E	**D**	**A**	**I**	**T**	**R**
Qualifications	**E**	**D**				
• Level 3 teaching related qualification	E		✓			
• Level 2 English and Maths	E		✓			
• Level 2 qualification related to support of learners e.g. coaching/mentoring/learning support		D	✓			
• Relevant degree or higher level relevant professional qualification		D	✓			
Experience						
• Experience of working with young people in a support or related role	E		✓	✓		
• Experience of delivering group sessions	E		✓	✓		
• Professional practice in an educational environment	E		✓	✓		
• Experience of providing advice, guidance and/or education to young people and/or adults	E		✓	✓		
• Identifying young people's needs and developing appropriate responses	E		✓	✓		
• Experience of working collaboratively with learners, curriculum and business support areas and external agencies	E		✓	✓		
• Experience of working in an FE Environment		D	✓	✓		
• Experience of using IT systems including Microsoft office applications	E		✓	✓		
Knowledge						
• Evidence of understanding and effective implementation of safeguarding policies	E		✓	✓		
• Knowledge of issues relating to confidentiality	E		✓	✓		
• Understanding of Equality and Diversity and its importance within the College	E		✓	✓		
• Understanding of social education principles and awareness of current policies and initiatives		D	✓	✓		
Key Skills						
• Ability to relate to young people and adults positively both as individuals and in groups, encouraging participation, involvement, empowerment and achievement	E		✓	✓		
• Ability to analyse and reflect on own professional practice	E		✓	✓		
• Ability to work independently and as part of team with a track record in achieving individual and team results	E		✓	✓		
• Ability to appropriately manage young people's behaviours	E		✓	✓		
• Ability to form and maintain appropriate relationships and personal boundaries with young people and vulnerable adults	E		✓	✓		
• Emotional resilience when working with challenging behaviours	E		✓	✓		
• Excellent communication skills (oral and written) and demonstrable presentation skills	E		✓	✓		
• Ability to determine priorities and make decisions, supported by excellent organisational skills	E		✓	✓		

Criteria	E	A	I	T	R
• Mentoring and instructing skills	E		✓	✓	
• Enthusiasm	E		✓	✓	
• Self confidence	E		✓	✓	
• Commitment to learner experience	E		✓	✓	
Other					
• Awareness of and commitment to safeguarding and promoting the welfare of children, young people and vulnerable adults	E			✓	
• Commitment to equality of opportunity and the principles of inclusive learning and the ability to promote it in all aspects across IEG	E			✓	
• Evidence of a personal commitment to continuous professional development and training	E				
• Commitment to the IEG's Core Values	E			✓	
• Awareness of Health & Safety, wellbeing and environmental issues					
• Flexible approach to working practices	E			✓	
• Professional appearance and behaviour	E			✓	
• Good previous attendance record	E			✓		✓
• Satisfactory enhanced DBS check + barred list for regulated roles	E	Pre-employment check			

Assessment Criteria: A = Application, I = Interview, T = Test, R = References