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| **Job Title:** Student Engagement Mentor**Reporting to:** Behaviour & Engagement Lead**Base**: The Joseph Wright Centre |
| **Hours** 25 hours per week, 52 weeks per year**Contract Type** Support**Holidays** 20 per year subject to service increases (5 days increase after 5 years); plus 6 College closure days where applicable and 8 statutory days per year**Salary** £25,167 per annum pro rata, actual salary £17,005 per annum |
| **Job Purpose**The Student Engagement Mentor will provide support and guidance to young people who are experiencing difficulties in learning due to social, emotional and / or behavioural support needs. Mentors will help students overcome social, emotional and / or behavioural support needs which are hindering learning and progress.Mentoring students from diverse backgrounds and / or who are experiencing distressed behaviours with raising aspirations, enhancing and developing study skills and learning behaviours. |
| **Key Responsibilities****Student engagement and support:*** To devise, implement and evaluate specialized mentoring programme of work to encourage and raise aspirations and learning behaviours.
* To work with teaching staff and/or other support staff in devising and implementing individual learning plans to promote students’ academic, social, emotional and behavioural development.
* To plan and facilitate structured activities, to support students to make appropriate use of unstructured times.
* To plan and draw up approaches that could be used to support students both individually and within a group.
* To train and support identified staff, by modelling approaches, with a view to staff feeling confident and able to use the approaches following the withdrawal of Student Engagement Mentor
* To work with individuals & groups both within and outside the classroom setting
* To organise and run extracurricular activities during lunch and out of college activities linked to learning and #Own work
* Organise lunchtime activities to support students who have difficulties at break time.
* Help students to manage and resolve conflict by using and teaching them a variety of strategies.
* To observe and monitor student progress, adapting an agreed approach to meet particular needs, recording and maintaining records of students’ development and progress.
* Help plan the reintegration of students after extended absence or timeouts.
* Mentor those students on a student expectation agreement
* Outreach to families whose home circumstances appear to present a significant barrier to successful learning, and work with parents to help the student achieve their targets.
* Monitor students progress before, during and after intervention to measure the impact of the intervention strategy on progress; include student evaluations.
* Regularly monitor and reward the achievement of students working with you
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| * Attend and participate in multi-disciplinary meetings contributing to the sharing of information and/or planning in relation to specific students.
* To give regular updates with regards to the impact of mentoring strategies / sessions to the Behaviour & Engagement Lead
* To sweep colleges after breaks/lunches to ensure students’ are back in classes and ready to learn.
* Deliver Behaviour Awareness Programmes, enabling students to reflect upon their own learning and progress

**Other duties*** Work closely with the Student Experience and Pastoral Support team providing support where required.
* Collaborate effectively with cross college staff including Personal Tutors, Inclusion and Support, Careers and Counselling services, Safeguarding staff and curriculum teams.
* Collate data and undertake administrative tasks as required to achieve the main duties outlined above.
* Enact the Positive Behaviours for All rotas to ensure high visibility of staff during student breaks and lunchtimes to positively engage with students. To meet and greet students, particularly those who are vulnerable before the start of sessions.
* Attend meetings and participate in staff training events to maintain relevant skills and knowledge as appropriate.
* Proactively promote and comply with all relevant College practice, guidelines, policies and procedures, and legislation, including but not limited to: Safeguarding, Equality and Diversity, Health and Safety, and Data Protection.
* Undertake any other duties and responsibilities as may be reasonably required by senior personnel in response to changing demands in personal, sectional or the College’s workload.
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| **PERSON SPECIFICATION** |
| **Competencies****Essential*** Ability to communicate effectively at all levels
* Excellent organisational skills
* High level of interpersonal skills
* Use of IT systems
* Maintaining accurate records of activity in a timely manner
* Ability to use initiative and be flexible
* Establish clear priorities and manage own time
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| **Knowledge & Experience****Essential*** The MS Office suite
* Administration procedures and systems

**Desirable*** FE sector
* Health and Safety
* Safeguarding procedures and policies
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| **Qualifications Essential*** Level 2 English
* Level 2 Maths
* Minimum Level 3 qualification in coaching and / or mentoring (or willing to work towards)
* Mental Health First Aider (or willing to work towards)

**Desirable*** Customer service qualification
* Information, Advice and Guidance
* Level 3 Award in teaching
* Level 2 IT qualification
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