

JOB PROFILE

1. **Post Title:** Pathways Coordinator

2. **Salary Grade:** SP 6-8 depending on experience
Hours: Monday – Thursday, 8.30am – 4.15pm - Friday, 8.30am – 4pm
36 hours per week, 39 weeks per year (term time) plus four weeks.

3. **Job Purpose:**
The Pathway Coordinator will play a crucial role in fostering personal growth and academic success for young people across Years 7-11. This involves building exceptional individual relationships, delivering targeted group work, and supporting students in setting and following their education and employment pathways.

4. **Organisation Relationship:**
Accountable to the Student Support Welfare and Attendance Manager

5. **Main Duties:**
 - 5.1 **Build effective relationships with the young people in scope**
 - Working with Year 6s in feeder primary schools to ensure a comprehensive and smooth transition
 - Facilitating weekly Group Work in Year 7 and Year 8
 - Being a point of consistent and accessible support for young people on the programme
 - Supporting mentor induction, training and development
 - Matching young people with mentors
 - Supporting mentored relationships
 - Proactively identifying, discussing and agreeing the cohort of young people in programme scope with School Links
 - Working in close partnership with employers and widening access colleagues
 - Tracking young person progress
 - Reporting on programme impact
 - Supporting future developments such as Talent Taster (employment & further/higher education experiences) and regional events.

 - 5.2 **Mentor recruitment, training, engagement and support**
 - Consistently support and actively engage mentors throughout the length of their mentoring relationships
 - Working with regional team, Programme Manager and Mentor Services, help drive mentor recruitment to the targets needed for your school
 - Co-deliver Core Mentor Training
 - Promote use of the Mentor Hub, identify training materials and share best practice
 - Continually feedback to mentoring services all mentor issues, improvement suggestions and perspectives on quality of matches

 - 5.3 **MCR programme development, impact & continuous improvement**
 - Feedback on programme improvement strategies (regional or school specific) to MCR team
 - Active participation in continuous improvement project teams when formed across the region and/or when the need is identified
 - Active participation in the MCR PC Forums and peer support networks

Signature of Postholder: _____ **Date:** _____

Oakwood School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Any successful applicant will be required to undertake an Enhanced Disclosure check by the Criminal Records Bureau.