



## JOB DESCRIPTION

1. **Job Title:** Personal Mentor  
**Salary:** Scale 5 - £23,666 - £25,703 (pro-rata) per annum, inclusive of Outer London Weighting. Actual salary £21,332 - £23,169.  
**Reports to:** Student Support and Wellbeing Manager  
**Hours:** Full time – 36 hours per week  
**Contract:** Term-Time – 47 weeks per year
  
2. **Purpose of the Role**
  - To identify students in curriculum pathways who are at risk of not achieving their Study Programme.
  - To understand individual needs and preferences of students, to select and adapt tasks, resources and learning activities leading to positive engagement with students.
  - To encourage, motivate and support student independence and self-determination through effective mentoring techniques.
  - To develop effective use by students of non-teaching spaces across the campus.
  - To identify, monitor and review SMART targets with students to support their Study Programme achievement. This includes evident improvements in attendance, punctuality, assignment completion, interpersonal and study skills.
  - To supporting retention and achievement through the provision of student support services and communicate relevant information to appropriate staff and external agencies.
  - To work collaboratively with Additional Learning Support (ASL), College Counsellor, Welfare Officer and Progress Coaches to ensure students receive the targeted support required.
  - To act as a Designated Safeguarding Officer and perform relevant duties as directed by the Welfare Manager.
  - To carry out initial and diagnostic assessment of students to inform planning.
  - To provide timely, relevant and accurate updates in relation to student progress.
  - To deliver individualised and group programmes tailored to students based on their specific needs. This also includes the delivery of relevant enrichment activity.

**SAFEGUARDING is everyone's responsibility** and all staff, during their course of their employment, have a responsibility to safeguard and promote the welfare of children, young people and vulnerable adults. All staff are mandated to attend Safeguarding training and regular updates.

**EQUAL OPPORTUNITIES – Sir George Monoux Sixth Form College** aims to be an equal opportunity employer. We are committed to the policy that staff recruitment shall be carried out in accordance with equal opportunities practice and legislation and that appointments shall be made only on the basis of job-related criteria.

*The post holder will be expected to work outside of their normal hours from time to time to support key activities during the academic year. For example, enrolment, open evenings, parents' evenings, etc. Advance notice would be given and appropriate time off in lieu would be negotiated. Some additional flexibility may be required for the post holder in relation to the specific demands of the role.*

*This job description is current as at April 2017. In consultation with the post holder, it is liable to variation by the Principal to reflect or anticipate changes in or to the job of Personal Mentor.*

## PERSON SPECIFICATION

**Job Title:** Personal Mentor

Employee Attributes			
1. Qualifications			
	Essential		Desirable
1.1	Literacy and numeracy qualification at level 2, or evidence of operating at this level	1.3	A degree or equivalent professional qualification
1.2	Safeguarding qualification at level 2 or willingness to work towards success achievement		
1.3	Evidence of recent and relevant continuing professional development		
2. Knowledge and Experience			
	Essential		Desirable
2.1	Experience of working with students with emotional and behavioural difficulties	2.5	Experience of leading safeguarding cases with external agencies
2.2	Experience of providing support for individuals to facilitate learning and self-advocacy	2.6	Experience of working with students with mental health tendencies
2.3	Experience of working effectively under pressure	2.7	Experience of working with students with learning difficulties and/or communication difficulties
2.4	Understanding of young people, what inspires them and what they need to succeed	2.8	Experience of organising events with external motivational speakers to raise student aspiration
		2.9	Experience of delivering a range of workshops to individuals and groups
		2.10	Experience of building an inspiring vision to enthuse students

3. Skills			
	Essential		Desirable
3.1	Good communication skills	3.10	Knowledge of different coaching and/or mentoring techniques to improve student achievement
3.2	Good listening skills		
3.3	Able to use own initiative to solve problems		
3.4	Good organisational skills		
3.5	Awareness of the need to protect confidential information		
3.6	Work effectively as part of a team		
3.7	Competent in using Microsoft Office Applications		
3.8	Identify improvement opportunities in a logical and manageable order		
3.9	Provide clear instructions demonstrating how to improve		
4. Personal Attributes			
	Essential		Desirable
4.1	Friendly and approachable personality		
4.2	Commitment to equal opportunities and to the success of our students		