

## Surrey MCR Pathways Coordinator Job Description

School-based Pathways Coordinators (PCs) are our most important team members, but first and foremost are a part of their school team and community. Key aspects of the role are:

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.

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

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