Job Description

Mentor (Bootcamps)

Role Overview

Job Title: Mentor (Bootcamps)

Grade: EC4 + 20% PRP

Contact Hours: 37 hours per week

Contract: Permanent

Department: Apprenticeship & Future Skills

Responsible to: Bootcamp Manager

Key role objectives

As Mentor, you will support the journey for learners enrolled on Bootcamp programmes, providing personalised mentoring addressing both technical and soft-skills development. You will monitor timely academic and vocational progress while also promoting the pastoral support needed to succeed. You will work closely with curriculum teams, and other colleagues to maintain high standards of delivery, particularly around employment readiness. Your role is key in driving learner success and learner satisfaction through proactive engagement and tailored guidance.

You will provide excellent to support to your mentees both in-person and remotely via phone and video calls.

Main Duties:

- Coordinate with cross-college teams to align curriculum and preparation for assessment and accreditation
- Provide academic and vocational support to learners
- Contribute to team and quality assurance activities to ensure compliance and consistency
- Regularly review learners progress, tracking attendance and attainment against expected milestones, and setting actions
- Maintain accurate and timely records in line with funding requirements while observing data protection and other compliance requirements
- Support motivation and engagement, providing wraparound career and personal development support
- Offer individualised guidance and encouragement throughout the learner journey
- Address pastoral concerns and signpost learners to relevant support services
- Provide information, advice and guidance (IAG) on career development and progression giving learners direct line of sight into a job
- Offer accurate, meaningful feedback to support learner progression
- Ensure delivery of Knowledge, Skills and Behaviours (KSBs), including Functional Skills, to a high standard

General

- Participate in learner recruitment, enrolment, and induction activities
- Represent the college at employer meetings, events, and marketing functions
- Collaborate with the Bootcamp Manager to identify new opportunities
- Engage in ongoing professional development and college-wide training initiatives
- Participate in team and wider stakeholder meetings
- Support wider departmental or organisational initiatives as required, which may include involvement in related projects aligned with adult education, workforce development, or employer engagement

AMBITION   **COLLABORATION**   **ENERGY**   **BE EXCEPTIONAL**

- Work flexibly and creatively to respond to changing team and learner needs

Mandatory Duties:
1. Responsibility for safeguarding and promoting the welfare of children and vulnerable adults.
2. Responsibility for promoting equality of opportunity and access to all,
3. Participation in training as required.

June 2025: This job description is current at the above date.
In consultation with the post holder the position is liable to variation by the College to reflect actual, contemplated or proposed changes in or to the job.

AMBITION   COLLABORATION   ENERGY   BE EXCEPTIONAL

Person Specification

Essential Criteria:

Experience of coaching, mentoring or training young people and adults (A/I)

Experience of working effectively in a team (A/I)

Desirable Criteria:

Experience developing training or support solutions for learners or clients (A)

Skills and Abilities_____

Essential Criteria:

Strong organisational skills and ability to meet deadlines (I)

Excellent interpersonal and motivational skills with the ability to inspire others (I)

Effective communication skills, both written and verbal, across a range of audiences (A/I)

Ability to work independently, using initiative and problem-solving skills (A)

Confidence in using IT systems and online platforms (e.g., Microsoft Office, Teams) (A)

Desirable Criteria:

Ability to create online content for learning (A/I)

Qualifications_____

Essential Criteria

GCSE English & Maths Grade C (or equivalent) (A)

Full driving licence (No more than 6 points) (A)

Desirable Criteria

A recognised teaching, coaching, or assessing qualification or willingness to undertake (A)

Personal Qualities_____

Essential Criteria

Can demonstrate adaptability, flexibility and resilience (A/I)

Works effectively under pressure, able to manage own workload (A/I)

Committed to quality, accuracy and attention to detail (A/I)

Desirable Criteria:

Familiarity with the Skills Bootcamps framework and associated funding and performance management guidance (I)

AMBITION   **COLLABORATION**   **ENERGY**   **BE EXCEPTIONAL**

Mandatory Requirement(s)

Essential Criteria

Commitment to safeguarding and promoting the welfare of children and vulnerable adults at Exeter College (I)

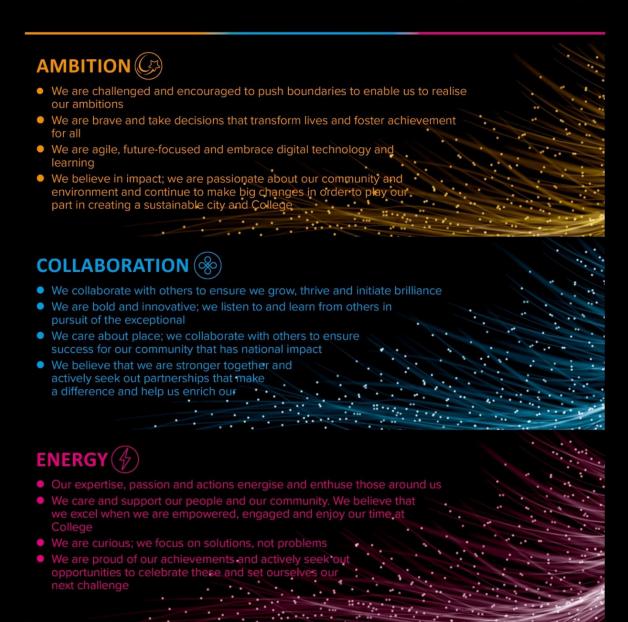Commitment to equality, diversity and inclusion (I)

AMBITION   COLLABORATION   ENERGY   BE EXCEPTIONAL

OUR VALUES ARE WHAT MAKE US, US!

VISION: To be an exceptional College

MISSION: To shape futures by delivering world-class education and training for our city and region

AMBITION

- We are challenged and encouraged to push boundaries to enable us to realise our ambitions
- We are brave and take decisions that transform lives and foster achievement for all
- We are agile, future-focused and embrace digital technology and learning
- We believe in impact; we are passionate about our community and environment and continue to make big changes in order to play our part in creating a sustainable city and College

COLLABORATION

- We collaborate with others to ensure we grow, thrive and initiate brilliance
- We are bold and innovative; we listen to and learn from others in pursuit of the exceptional
- We care about place; we collaborate with others to ensure success for our community that has national impact
- We believe that we are stronger together and actively seek out partnerships that make a difference and help us enrich our

ENERGY

- Our expertise, passion and actions energise and enthuse those around us
- We care and support our people and our community. We believe that we excel when we are empowered, engaged and enjoy our time at College
- We are curious; we focus on solutions, not problems
- We are proud of our achievements and actively seek out opportunities to celebrate these and set ourselves our next challenge

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BE EXCEPTIONAL

AMBITION   COLLABORATION   ENERGY   BE EXCEPTIONAL