

Role Description

Role Title: Student Mentor	Pay Grade: 6 - £23,888 - £26,111 per annum
Normal Place of Work: South Bristol Skills Academy	Line Manager: Learning Support Team Leader
Normal Working Hours: Full Time – 37 hours per week	Responsible For: N/A

ROLE PURPOSE

To support high needs students with and without Education, Health and Care Plans to successfully transition into college, and monitor and support positive attendance, behaviour, retention and progress whilst on programme. Provide support for students to progress at the end of their study programme.

- To actively contribute to the planning and delivery of a high quality additional learning support service, aligned to the College's curriculum strategy, mission and values
- To chair a number of Education, Health and Care plan reviews and/or High Needs reviews for students in receipt of High Needs funding
- To actively engage with achieving the strategic aims of the City of Bristol College to reduce NEETs and increase participation of the most vulnerable students.

PRINCIPAL ACCOUNTABILITIES

1. To act as Lead Professional for a case load of students, working with other college support teams and outside agencies to ensure a coherent 'team around the student' to avoid duplication and aid communication between staff
2. To positively engage with students from a range of backgrounds who are disadvantaged and who lack confidence and self-esteem, or have SEND, to enable them to achieve the highest possible outcomes and progress onto higher level programmes of study, an Internship / apprenticeship or to employment
3. To work with the central admissions team to ensure applications are logged and tracked, and support curriculum and other staff to interview and meet the needs of young people with High Needs
4. To collate information for the college's High Needs Admissions Panel and contribute to the continued development of the transition process.
5. To liaise with schools and Alternative Learning Providers to provide up to date information on students who intend to progress to the City of Bristol College, whilst remaining GDPR compliant
6. Work with schools and Alternative Learning Providers to develop summer 'keep warm' activities and to keep contact with identified students to ensure they keep focussed on their destinations during the summer holiday
7. Work with our partner schools and providers to ensure they prepare and equip students with the skills and behaviours required in a College environment
8. Work with your case load of students to promote positive interactions, both inside and outside the classroom environment
9. Review support packages where changing needs and/or ambitions require this
10. Contribute to tracking the progression / destinations of previous students. Produce case studies to celebrate the achievements of those who do well and progress to higher level programmes, HE and employment
11. Collate lists of early leavers and work to confirm next destinations and further support that may be required, with those young people and to offer some support and signposting to secure a positive destination
12. To liaise and refer students to support agencies in line with service and Code of Practice expectations
13. Represent the college at promotional events / activities and to support events including open evenings, taster days, interviews and familiarisation days, giving presentations to relevant parties to ease progression for students

Key Relationships

All posts within the College require a high degree of team working. In particular, the postholder will need to develop and maintain key relationships, including:

ALS Systems and Funding Coordinator	To communicate regularly with the ALS Funding Coordinator in order to ensure that everything we do is driven by good quality information and analysis, at every stage of the students' journey
Curriculum Staff, Heads of Department	To share information and offer support and advice, as and when appropriate
• Safeguarding & Welfare Team • Admissions Team • Learner Services • Study Coaches	In your role you will need to understand the work of all central college teams and work closely and collaboratively to ensure effective support is provided to students.

Generic Responsibilities

- To represent and promote the College brand values internally and externally; acting as an ambassador for business development on behalf of the College
- Promote the College's student first ethos, ensuring that the student experience is uppermost in policy and decision making
- To actively promote and act, at all times, in accordance with College policies, including, but not limited to: Health and Safety, Equal Opportunities, Prevent and Safeguarding, the Staff Code of Conduct and the College's Financial Regulations
- To actively promote and adhere to agreed College values
- To engage in implementing changes, promoting innovation
- To participate in the College Annual Appraisal Process, contributing to a culture of self-reflection on practice and continuous professional development
- To facilitate the achievement of the College's quality objectives including those from external bodies
- To undertake other reasonable duties commensurate with the level of post

Values

To role model the College values of: inclusivity, honesty, respect and ambition

Behaviours

To role model and consistently exhibit: student focus; high expectations and aspirations for all; focused on progression and employment; pride in what we do and our place in the city; collaborative and continually improving.

Person Specification

	Essential	Desirable	How assessed*
QUALIFICATIONS			
Educated to Level 3 or equivalent		✓	AF/Cert
A recognised academic, professional or specialist qualification in an aspect of Additional Support, youth work, mentoring, support or guidance or be working towards		✓	AF/Cert
KNOWLEDGE AND EXPERIENCE (UP TO DATE/ CURRENT)			
Experience of supporting vulnerable young people in their: education, transition to Post 16 education, employment or training	✓		AF/IV
Experience in the delivery of Additional Support, youth work, mentoring or related service	✓		AF/IV
Experience of creating transition plans		X	AF/IV
Experience in tracking the progression/destination of students		x	AF/IV
Demonstrate a knowledge of the Additional Learning Support Funding Guidance	✓		AF/IV
A working knowledge of the SEND Code of Practice 2015	✓		AF/IV
Experience in working with schools, colleges, and various agencies to support transition activities and reporting		✓	AF/IV
An understanding of and commitment to Inclusive Learning and Disability Equality		✓	AF/IV
SKILLS AND ABILITIES			
Suitability and motivation to work with students from different backgrounds	✓		AF/IV
Highly motivated and proactive approach	✓		AF/IV
Ability to organise and communicate across the college and with other professionals	✓		AF/IV
Competence in IT	✓		AF/IV
Empathetic and Inclusive approach to students	✓		AF/IV
Ability to motivate students	✓		AF/IV
Excellent interpersonal skills	✓		AF/IV
Committed to the development of and Outstanding Learning Support Team	✓		IV

***Assessment method:**

AF = Assessed via application form

AT = Assessed via test/work-related task

IV =

Cert =

Assessed via interview

Certificate checked at interview

Signed Rachel Welch

Date 12/09/2023