

## Job Description

Role Title: Mentor for Care Experienced students	Pay Grade: £26,111
Normal Place of Work: SBSA	Line Manager: Designated Lead for Care Experienced Students
Normal Working Hours: 37	Responsible For: N/A

## Purpose of Role

- To support students in care/care leavers 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 support service, aligned to the College's curriculum strategy, mission and values
- To actively engage with achieving the strategic aims of the City of Bristol College to reduce NEETs and increase participation of students in care/care leavers.

## 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 care experienced 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 extra support needs.
4. To liaise with virtual schools and social workers to provide up to date information on students who intend to progress to the City of Bristol College, whilst remaining GDPR compliant
5. Work with virtual schools to develop summer 'keep warm' activities and to keep contact with identified students to ensure they keep focussed on their destinations during the summer holidays
6. Work with our partner schools and providers to ensure they prepare and equip students with the skills and behaviours required in a College environment
7. Work with your case load of students to promote positive interactions, both inside and outside the classroom environment
8. Review support packages where changing needs and/or ambitions require this
9. 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
10. To liaise and refer students to support agencies in line with service and Code of Practice expectations
11. 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

Team working is a key part of working in a college. These are the key teams and individuals you will work with in this role.

Curriculum Staff, Heads of Department	To share information and offer support and advice, as and when appropriate
Safeguarding & Welfare Team <ul style="list-style-type: none"> <li>• Admissions Team</li> <li>• Learner Services</li> <li>• Study Coaches</li> </ul>	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.

## There are some other things that we are all responsible for, whatever your role. These are;

- Being a champion and advocate for Equality and Diversity throughout College and behaving in a manner that displays British Values.
- To embed safeguarding into your / your teams working practices and escalating any safeguarding concerns immediately in line with the College's safeguarding policy. All new employees to the College are required to complete and obtain an enhanced DBS disclosure. Further information will be sent to all prospective colleagues as part of the application process.
- Embedding Health and Safety best practices and ensuring a safe working environment for everyone, according to the Health and Safety at Work Act.
- Modelling and promoting high expectations in and around the College
- To actively participate in your appraisal, contributing to a culture of self-reflection, wellbeing and professional growth
- To represent and promote the College internally and externally and act as an ambassador
- Promote the College's student first ethos by supporting at College open events to provide a quality experience for prospective students
- To engage in implementing changes and promoting innovation as this is actively encouraged
- To undertake other reasonable duties commensurate with the level of your post.

## Person Specification

Shortlisting is completed by hiring managers against the Person Specification criteria. Please ensure you demonstrate in your application how you meet the Person Specification criteria outlined below to ensure your application has the best chance of success at shortlisting stage.

	Essential	Desirable
<b>Qualifications</b>		
Degree/Diploma or relevant professional experience in a youth, welfare or safeguarding role	✓	
<b>Knowledge and Experience</b>		
Experience of working with individuals who have experienced trauma and/or adversity	✓	
Experience of working in a mentoring, youth, welfare or safeguarding role to enable best outcomes for individuals	✓	
An understanding and commitment to equality and diversity	✓	
<b>Skills and Abilities</b>		
Experience of building positive relationships (internally and with partner agencies)	✓	
Experience of making internal or external referrals for support for the individual		✓
Ability to demonstrate strong organisational and administration skills		✓