



*Gloucestershire College is advertising this role on behalf of Gloucestershire Professional Services (GPS).*

## About the Role – Employment Details

Post Number	A103
Job Title	Student Mentor x2
Salary	£ 28,935.23 - £30,311.86 (Actual £26,081.27 - £27,322.12)
Contract Type	37 hours per week, 40 weeks term time
Campus	Gloucester
Department	Student Support
Reporting To	Student Mentor Coordinator

## About the Role – Meet the Team

Gloucestershire Professional Services (GPS) is recruiting for a Student Mentor to join the Student Support Team based at Gloucestershire College's Gloucester Campus. To work with academic and support teams to support and improve the retention, achievement and progression of our learners. To help learners prepare for their next steps through an inspiring programme of employment preparation, work related activities and experiences. To help learners evidence progress on personal development skills, attitudes and behaviours as they prepare for their intended destinations.

The purpose of this role is to design, with students, a personalised programme that meets their individual needs to ensure they have the best possible opportunity to be successful, in gaining the qualifications and skills to achieve meaningful employment or further study. In doing so ensuring appropriate referral support and strategies to empower students to be confident, resourceful, resilient and independent.

## About the Role – Duties and Responsibilities

### Retention and achievement

- Work on a group and one to one basis with a specified caseload of students to ensure they are making progress against their individual learning plan from induction through to progression.
- Support students to manage any welfare issues, mentor them in seeking out solutions that are barriers to their learning, helping them to build resilience.
- Liaise closely with student officers on any Safeguarding concerns
- Act as support for students at external agency meetings i.e. with social workers
- Use pro-monitor to track and monitor the student's achievements against their individual learning plan and, with academic teams, develop early interventions to ensure students succeed.
- Engage with parents of students who are at risk in terms of their personal performance, attendance or behaviour and coach students in strategies to help them overcome any barriers.
- Ensure 'at risk' students receive the relevant support, such as additional study skills, financial support, additional support for exams .





Prepare, with other stakeholders the annual report for students on an Education Health and Care Plan.

- Deliver a range of safeguarding workshops to ensure students are safe in and out of college and know what to do if they need to refer incidents.

### **Progression**

- Support the curriculum teams to coordinate reports and references for parents, employers, UCAS.
- Work with cross-college teams to support broader development throughout a student's programme of study, to promote progression and successful outcomes to further study or meaningful employment

### **Work related activities and experience**

- Work with cross college teams to support the broader skills identified to ensure students are fully prepared for work. Encouraging learners to secure their own CPD and work experience opportunities
- Support careers education and advice and signpost students to internal/external advice to ensure they have sufficient information to make informed next step choices.
- Plan and provide opportunities for students to develop their work-related skills and qualities, managing and supervising a range of meaningful work-related activities and social projects.
- Develop and facilitate workshops which positively contribute to their programme of work-related activity.
- Supervise and support students on a variety of activities both on and offsite, ensuring that appropriate risk assessments are carried out and that all health and safety requirements are met.

### **Personal development skills, attitudes and behaviours.**

- Enforce the College's Disciplinary Policy and Procedures, and signpost to central teams any safeguarding or equality and diversity issues.
- Encourage students to consistently reflect on the skills gained and how these can be applied in a range of settings and revised to consistently improve.
- To help learners evidence progress on personal development skills, attitudes and behaviours as they prepare for their intended destinations.

### **3. General**

- Take an active part in the performance review process.
- Comply with all relevant Health & Safety regulations and assist the College in the implementation of its own Health & Safety Policy.
- Comply with and actively promote the College's Equality and Diversity Policy.
- Comply with and actively promote the College's Safeguarding Policy and Practices.
- Support the College's sustainability policies and recognise the shared responsibility of carrying out duties in a resource efficient way.
- Participate in enrolment.
- Undertake a first-aid qualification and participate in the first aid rota, as required.
- Undertake any other relevant duties as specified by your line manager commensurate with the level of this post.





## About the College – Our Expectations

- Take an active part in Professional Development Conversations (PDC)
- Engage with all relevant Health & Safety regulations and assist the College in the implementation of its own Health & Safety Policy
- Actively promote the College's Equality and Diversity Policy
- Actively promote the College's Safeguarding Policy and Practices
- Support the College's sustainability policies and recognise the shared responsibility of carrying out duties in a resource efficient way
- Participate in enrolment
- Participate constructively in college activities and to adopt a flexible approach to your work.
- Undertake a first-aid qualification and participate in the first aid rota, as required.
- Undertake any other relevant duties as specified by your line manager commensurate with the level of this post

## About the You

### Our Shortlisting Criteria

<b>Essential</b>	<ul style="list-style-type: none"> <li>– Considerable experience of working with young people in further education.</li> <li>– Experience of coaching or mentoring</li> <li>– Experience of facilitating group sessions</li> <li>– Maths and English at level 2 (or equivalent)</li> </ul>
<b>Desirable</b>	<ul style="list-style-type: none"> <li>– Working with external organisations and employers to support the development of skills for young people.</li> <li>– Experience developing workshops or sessions for young people</li> <li>– Providing basic advice and guidance relating to careers</li> <li>– Experience of working with external agencies and sourcing welfare support</li> <li>– A level or equivalent</li> <li>– Relevant knowledge of issues facing young people, barriers to employment and the key skills required for success in the workplace.</li> <li>– Teaching qualification or willingness to undertake</li> <li>– Careers training or willingness to undertake</li> <li>– Experience of Safeguarding, Equality and diversity</li> </ul>





The Perfect Person for us will demonstrate

<b>Abilities</b>	<ul style="list-style-type: none"><li>– Relevant knowledge of managing personal development learning</li><li>– Ability to build professional relationships with students</li><li>– Ability to be flexible and prioritise deadlines to ensure students are supported</li><li>– Able to plan effectively</li><li>– Ability to communicate effectively with young people.</li><li>– Effective presentation and communication skills.</li><li>– Ability to work independently and use own initiative with the willingness to work flexibly</li></ul>
<b>Job Circumstances</b>	<ul style="list-style-type: none"><li>– Able to travel between college sites (if required)</li><li>– Undertake any training required for the role</li><li>– Hold an Enhanced DBS check or be willing to undertake a check.</li><li>– This job description outlines the main duties at the time it was written. Tasks may change, but the role's overall nature and responsibility remain the same. These changes are normal and don't justify a change in the post's grading.</li></ul>

