



Cardiff
Metropolitan
University

Prifysgol
Metropolitan
Caerdydd

JOB DESCRIPTION

Job Title:	Student Mentor
Department :	MER
Location:	High Schools and FE Colleges in SE Wales
Grade:	2AB
Salary:	£10.71 per hour (including holiday pay)
Tenure:	Casual for the project duration to 31st July 2022

Role Summary:

To contribute to the delivery of the First Campus Mentoring Programme. The Mentor will work with learners from one of the First Campus priority groups of Young Carers, Care Experienced Young People, Adult Learners and Young People age 10 – 16.

Student Mentors deliver mentoring sessions in line with the Aim and Objectives of the Programme and Service Level Agreements: The Mentoring Programme has been established to provide help and support to identified learners in Secondary Schools, FE Colleges and Community Education settings across South East Wales

Principal Duties and Responsibilities:

Staff Development / Training:

- Attendance and completion of a training programme prior to the commencement of the mentoring programme'
- Attendance at Mentoring Supervision sessions throughout the mentoring placement period.
- Mentors are trained to deliver the aims and objectives of the Student Mentoring Programme as outlined in the Mentoring Handbook.

Teaching and Learning Support:

- In collaboration with First Campus staff, the Mentor will design and deliver mentoring session material on a one-to-one basis with mentees.
- Mentors will need to be proactive in their research to design and deliver interactive material for sessions.
- The delivery of the sessions will need to respond to individual needs in the context of the First Campus priority group in order to achieve a range of agreed outcomes with mentees which could include:
 - To raise their standards of academic and vocational performance
 - To agree personal achievement targets and timescales for action
 - To plan a learning pathway to achieve future goals
 - To acquire and develop study skills in order to improve their application and commitment to their studies
 - To develop greater self-esteem, motivation, confidence, persistence and application.
 - To raise their awareness of the opportunities which higher education will offer them and to recognise that access to higher education is possible.
- Assess progress and provide feedback to mentees, First Campus Staff and other relevant programme partners.
- Using core documentation, evaluate the sessions that have been completed and provide feedback to First Campus staff.

Communication:

- Communicate effectively with learners who may lack the skills and confidence to ordinarily consider HE as an option.
- Communicate with empathy and encourage participants to reach their full potential.
- Respond appropriately to declarations and pass on information where required in relation to child protection duties.
- Give pastoral support where appropriate and within the remits of the role.
- Have the ability to give constructive feedback to learners in order to challenge perceptions.
- Communicate regularly with First Campus staff regarding progress and attend evaluative feedback sessions.
- Communicate appropriately with staff members at the appointed School, College or Community Organisation.

Teamwork:

- Act as a responsible team member and develop productive working relationships with other members of staff / mentors.
- Collaborate with members of staff to identify and respond to learners needs.
- Feedback to First Campus staff with evaluation.
- Support other mentors and work as an effective team.

Initiative, problem solving and decision making:

- Identify the need for developing the content or structure of mentoring sessions and make suggestions on how learners can achieve goals and targets.
- Develop ideas for promoting learning and aspiration to the target learners.
- Developing ideas for promoting and aiding progression into HE to the target learners.
- Providing first level responses to mentees needs, often of a sensitive nature such as caring responsibilities, and the ability to refer complex cases on when needed.
- Have the ability to respond to situations that arise in a mature and professional manner, seeking guidance where appropriate.

Planning and managing resources

- Coordinate with others (such as school teachers, First Campus staff and trainers) to ensure learners needs and expectations are met.
- Be responsible for reflecting on each mentoring session and planning future sessions accordingly
- Plan appropriately for each session and source or request resources where necessary in advance
- Plan long-term for the mentoring term and have the ability to put together exit-plans for learners.
- Be responsible for administrative duties, such as completing and returning timesheets and reflection forms.

Work environment

- Within the context of Cardiff Met's H&S policy, adapt to the facilities available at the appointed school.
- Have an awareness of the working environment and the demands upon members of staff at the appointed school and be aware of the health & safety of others.
- Be familiar of the visitor protocols of the appointed schools such as signing in and out procedures.
- Ensure that child protection policies are adhered to, acting in respectable manner, including dress, within the appointed schools' code of conduct.
- Be familiar with the travel arrangements to the school premises and to arrive in a timely manner.

Additional Information:

CMSR51

Students will have to complete a DBS check before starting employment.

Standard Notification

These guidelines are provided to assist you in the performance of your contract. The university is a dynamic organisation; therefore changes may be required from time to time. Any changes will be made in consultation with the post-holder. The Summary of Duties and Responsibilities is not intended to be an exhaustive list of tasks performed. Other associated technical tasks are likely to be performed as directed by the line manager.

It is accepted that individual staff will have a specialist skills and knowledge base in relation to the role they have been appointed to. In addition to this, Cardiff Metropolitan University expects that all staff will conduct themselves in a professional and courteous manner at all times and have particular regard for their responsibilities under Cardiff Metropolitan University's Equalities, Financial, Environmental and Sustainability, Human Resources and Health and Safety policies and procedures.



PERSON SPECIFICATION

Post: Student Mentor
MER
Unit/School: _____

*Key
A - Application form
I - Interview
T/P - Test/Presentation

FACTORS	ESSENTIAL AND DESIRABLE CRITERIA	ASSESSED BY		
		A*	I*	T/P*
Education & Qualifications (Essential)	Currently studying at a First Campus partner HEI	X		
	Level 3 qualification or equivalent	X		
	5 GCSE's at Grade C or above (or equivalent)	X		
Education & Qualifications (Desirable)	Coaching, leadership or training qualifications	X		
Knowledge (Essential)	Good knowledge of study skills and application to learning.	X	X	X
	Good knowledge of session planning and goal setting.	X	X	X
	Good knowledge of education progression routes.	X	X	X
Knowledge (Desirable)	Have knowledge of the National Curriculum and Welsh Baccalaureate Qualifications	X	X	
	Have an understanding of issues facing teachers and those delivering education in the community.	X	X	
	Knowledge of Reaching Wider - First Campus priority groups and widening access issues within SE Wales	X	X	

Skills & Abilities (Essential)	Ability to plan and organise their own workload effectively to meet specified deadlines.	X	X	X
	Reliable worker: Act as a positive and responsible role model for young people	X	X	
	Ability to design session materials to respond to individual needs.	X		X
	Communicate appropriately with staff, students and school pupils (both verbally and written).	X	X	X
	Ability to enthuse young people and develop confidence about progression to Higher Education and their learning	X	X	X
	Ability to evaluate and assess progression in order to provide feedback to pupils, teachers and coordinators.	X		X
	Work effectively as a team member and have a commitment to support and communicate with people of varying ages, races and backgrounds	X		X
Skills & Abilities (Desirable)	Deal with confidential information and sensitive situations and adhere to the Child Protection Policies	X	X	
	Developing ideas for promoting and aiding progression into HE to the target learners.	X		X

FACTORS	ESSENTIAL AND DESIRABLE CRITERIA	ASSESSED BY		
		A*	I*	T/P*
Experience Paid/Unpaid (Essential)	Experience of working/volunteering with young people	x		
Experience Paid/Unpaid (Desirable)	Experience of working in a classroom environment	X		
Other Requirements (Essential)	<p>*The appointment of the successful applicant will be subject to a Disclosure and Barring Service check (DBS, previously CRB).</p> <p>Attend and complete the First Campus Mentoring training programme</p> <p>Be prepared to travel</p>	x		
Other Requirements (Desirable)	Ability to speak Welsh	x		

*Please note that a criminal record may not necessarily be a bar to obtaining employment in Cardiff Metropolitan University. For further information on Disclosure and Barring Service (DBS, previously CRB) please go to <https://www.gov.uk/crb-criminal-records-bureau-check>