

JOB TITLE: Personal Progress Mentor

ACCOUNTABLE TO: Head of Studies

JOB PURPOSE To have primary responsibility for overseeing the performance and progress of the students in their care. This will include supporting students in planning for and making applications to their preferred post WQE progression route.

KEY RESPONSIBILITIES

- To support, mentor and coach students in achieving their full potential via target setting and action planning
- To provide regular one to one and group support for a caseload of students to monitor attendance, performance and progress.
- To deliver input, presentations and activities in sessions to groups of students on PSHE and attitude to study topics.
- To monitor the completion of follow up PSHE and attitude to study online modules by their caseload of students.
- To monitor student performance and progress against appropriate targets.
- To monitor student attendance, punctuality, commitment and general conduct.
- To contribute to college processes for supporting students to overcome barriers to attendance.
- To refer and signpost students for more specialist support as required.
- To make records of interactions with students in a timely, factual, and objective manner bearing in mind the different audiences of these records.
- To provide information and offer impartial advice and guidance on future plans and facilitate access to specific careers advice where more specialist knowledge is needed.
- To provide references for students as required, including the collation of comments from other staff and ensuring that the completed references are of good quality.

- To liaise with other staff as well as parents/carers over the performance and progress of their caseload of students, including organising and attending meetings with key stakeholders as required.
- To act as a positive role model for students
- To contribute to College consultation and advice events for students and their parents/carers, a number of which are evening events
- To support, monitor and act as the key point of contact in the disciplinary and intervention process for their caseload of students in accordance with the relevant policies.
- To contribute to a team approach to covering for the absence of other personal progress mentors
- To contribute to the arrangements for the enrolment and induction of students
- To contribute to the provision of post results advice and guidance to students
- To contribute to the arrangements for monitoring and evaluating the progress and outcomes of students, to include tracking student destinations
- To support the college processes for student feedback and evaluation

GENERAL RESPONSIBILITIES

- To ensure the adherence to the College's policies and procedures with regard to the safeguarding of, and promotion of, the welfare of students
- To ensure the application of the College's Single Equality Scheme including valuing diversity and promoting equality
- To implement the College's Health & Safety policy and procedures within the post holders own area of responsibility
- To support, promote and operate in line with the College mission and values
- Commitment to the continuous improvement of services offered by the College
- Any other reasonable duties commensurate with the role as required

NOTES

- The above job description outlines the key responsibilities. It is not exhaustive and the tasks associated with the key responsibilities can be expected to change over time
- The nature of the work involved in this role will on occasions require some flexibility over hours of work to facilitate meetings and other interactions with parents/carers.
- The post holder will be expected to undertake such other duties, within the general scope of the post, as may be required from time to time by the Principal (subject to the terms of the postholder's contract of employment)

I have read this Job Description and the associated Contract of Employment. I believe that together with the other documents referred to therein they constitute an accurate statement of the terms and conditions of my employment

Signed:		Date:	
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PERSON SPECIFICATION

Attribute	Criteria	Method of Assessment
Education & Qualifications		
GCSE Grade C or above in Maths and English or equivalent	Essential	Certs/App Form
A minimum of 2 A levels or equivalent	Essential	Certs/App Form
An honours degree	Desirable	Certs/App Form
Qualification in guidance, mentoring, youth work, counselling or other related area	Desirable	Certs/App Form
Experience, Knowledge & Abilities		
Experience of working with young people	Essential	App Form/Int
Experience of working in a Post 16 education setting	Desirable	App Form/Int
Experience of working in one of the following areas educational support, youth work or careers guidance	Desirable	App Form/Int
Ability to work with young people in a friendly and professional manner	Essential	App Form/Int
Ability to work effectively in a team	Essential	Int
Excellent communication skills, both verbally and in writing	Essential	App Form/Int
Ability to use own initiative	Essential	App Form/Int
Strong planning and organisational skills	Essential	App Form/Int
Capacity to work under pressure and without direct supervision	Essential	Int
Confident and competent in the use of IT in a working environment	Essential	App Form/Test
Interpersonal Skills & Qualities		
A positive attitude towards students and commitment to their success	Essential	App form/Int
An enthusiastic, energetic and good- humoured approach to challenges and problems	Essential	App form/Int
Willing to be flexible in approach to work	Essential	Int
Calmness under pressure	Essential	Int
Committed to the development of own skills	Essential	Int