



PROGRESS MENTOR

Sir John Deane's Sixth Form College (Northwich)

Band 4b

SCP 11 to SCP 12

Job Description & Person Specification

Job Description

Reporting to

Progress Mentor Manager

Purpose of the role

Mentors will support the pastoral, social and emotional needs of students to include delivery of tutorials, wellbeing support and advice and guidance. They will be required to track and monitor student achievement, retention and attendance rates and take action to support improvement where necessary.

Progress Mentors are responsible for addressing the achievement gap between those students with a protected characteristic, including those who are in receipt of Free School Meals or the bursary, and the wider student population.

Main responsibilities

1. To oversee the pastoral and personal development of dedicated tutor groups.
2. To contribute to the creation of and deliver a resourced personal development programme ensuring a high quality and consistent experience for all students.
3. To act as a role model in relation to equality and student wellbeing.
4. Act as a Mental Health First Aider, giving advice, guidance and support to students and signposting to further information as appropriate.
5. To manage, monitor and ensure timely intervention in individual student attendance to ensure that the College KPIs relating to attendance are met.
6. To conduct one-to-one meetings with individual students to provide individual support and guidance.

7. To set SMART targets and track and monitor student achievement, retention and attendance rates, taking appropriate action where improvement is required.
8. To contribute to managing and monitoring the behaviour and discipline of students, referring to the College's Disciplinary Policy as appropriate.
9. To maintain appropriate records both paper and electronic and ensure all appropriate administration is completed in relation to each student.
10. To work closely with other departments across the College to ensure standardization of the student experience, developing strategies for continuous improvement of the operation of the programme.
11. To act as an invigilator to support the examination process during both internal and external exams to support all students, including those with access arrangements.
12. To liaise with the Head of Achievement and Support, Teachers, Learning Support and Heads of Department to keep all informed of the progress of students.
13. To co-ordinate and advise on the completion of UCAS application forms including gathering the specific subject references to ensure that a high standard of forms are produced by students to time.
14. To support students in developing employability skills and gaining relevant work experience.
15. To advise students on the completion of all application forms, e.g. for employment opportunities with training and other career paths.
16. Take part in department specific duty rotas including campus walks and staffing the Progress Mentor office.
17. Where appropriate to engage with the families/carers of students or other outside agencies and encourage their involvement and support for the student.
18. To participate in meetings, sharing good practice and liaising with departments across the College.
19. To attend results day, open evenings, parent's consultations etc. and be available for post exam support as required.
20. Participate in cover arrangements for other members of the team and for curriculum lessons, as appropriate.
21. To provide information and offer impartial advice/guidance on future plans and facilitate access to specific careers advice where more specialist knowledge is needed.
22. To support the wider achievement and support department including careers, learning support and learning resources as required.
23. To promote British values of democracy, the rule of law, individual liberty and mutual respect for and tolerance of those with different faiths and beliefs for those without faith.
24. To act in accordance with and promote the Staff Code of Conduct and Safeguarding and Prevent policies.
25. To carry out such other duties, as the job develops, as may be reasonably required by the principal in accordance with the College's flexible approach to the efficient delivery of a quality support service.

It is expected that the postholder will undergo such training as may be reasonably required from time to time by College Management, to participate in whole-College and departmental training events and briefing sessions as appropriate and to use such equipment and technological aids as are made available to him/her to ensure the timely and accurate execution of their duties.

The post holder will also be expected to assist in ensuring the safety and wellbeing of students.

The postholder will be required to implement, in the execution of all tasks allocated to him/her, such health and safety procedures as are specified by college management, and to seek to achieve such service standards as may be reasonably laid down from time to time by college management.

Person Specification

	Desirable	Essential
Qualification		
Degree or equivalent qualification	✓	
Educated to A-level standard	✓	
Proven success in improving student outcomes within a school or college	✓	
Experience		
Experience of working with children		✓
Successful experience in more than one school / college	✓	
Knowledge & Skills		
Good literacy and numeracy skills		✓
Good organisational skills		✓
Ability to build effective working relationships with students and adults		✓
Effective ICT skills to support students' learning		✓
Skills and expertise in understanding the needs of all students		✓
Excellent verbal communication skills & active listening skills		✓
Knowledge of guidance and requirements around safeguarding children		✓
Understanding of roles and responsibilities within the classroom and whole college context	✓	
Interpersonal Skills		
Energetic, able to work under pressure and meet deadlines		✓
Approachable		✓
Flexible approach and positive attitude towards work		✓
Punctual and reliable		✓
Excellent team player		✓
Ability to adapt to changes in the workplace		✓
Excellent communication skills		✓
Ability to show initiative		✓
Personal Qualities		
Commitment to getting the best outcomes for students and promoting the ethos and values of the college		✓
Commitment to equal opportunities and securing good outcomes for students with SEND or a disability		✓
Ability to work under pressure and prioritise effectively		✓
Commitment to maintaining confidentiality at all times		✓
Commitment to safeguarding and equality		✓