



# CROFTON ACADEMY JOB SPECIFICATION

**Post Title** : 14-19 Mentor

**Reporting to:** RCI/ DHT

**Location:** Crofton Academy

**Grade:** 5

**Post Ref No:** N/A

## Overall Purpose of the Post:

Under the direction of the 14-19 Co-ordinator to support pupil's progression to post 16 learning/employment opportunities.

To promote, engage and develop partnership working at Post 16 level.

To provide in depth support both administrative and pupil based for 14-19 Co-ordinator.

To support vulnerable pupils in order to support their future plans to move into education, training or employment.

<b><u>Knowledge, skills and experience requirements for the post.</u></b>		
	<b><u>Essential</u></b>	<b><u>Desirable</u></b>
<b><u>Qualifications/ Training</u></b>	<p>Level 2 Numeracy / Literacy or willingness to work towards this</p> <p>Support Work in Schools (S.W.I.S.) Level 2.</p>	5 A* - C GCSE's including English and Maths
<b><u>Knowledge &amp; Skills</u></b>	<p>Excellent numeracy/ literacy skills</p> <p>The ability to relate well with vulnerable children and adults.</p> <p>A good understanding of child development and learning.</p> <p>The ability to work as a member of a team.</p> <p>Up to date knowledge of child protection.</p> <p>To have patience and empathy with pupils with SEN.</p> <p>Knowledge of health and safety.</p> <p>High Level of ICT Skills.</p> <p>Full understanding of the range of support service/providers.</p> <p>Accuracy when inputting data information.</p>	<p>First Aid qualification</p> <p>Knowledge of Data Protection.</p>
<b><u>Experience</u></b>		At least three years' experience of working with vulnerable pupils in similar role/environment.
<b><u>Competencies and other skills required</u></b>	<p>Ability to suggest effective actions for pupils at risk of failing to plan.</p> <p>Ability to self-evaluate learning needs and actively seek learning opportunities</p> <p>Ability to relate well to children and adults</p>	

	<p>Work constructively as part of a team, understanding roles and responsibilities.</p> <p>Significant organisational skills.</p> <p>Ability to manage own workload in order to meet both internal and external deadlines.</p>	
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### **Responsibilities and Accountabilities**

- To assist the 14-19 Co-ordinator and the YGM in establishing a NEET cohort for each year group
- To ensure that the year group tracker for each NEET cohort is updated onto the school system.
- To edit the NEET tracker in accordance with changes which occur and ensure that staff are made aware of any changes
- To support the work of external agencies ensuring pupils attend planned interviews and workshops
- To work with individually identified pupils to ensure that steps for their future **is** well considered, appropriate and planned
- Work with individuals to support applications for post16 opportunities and to liaise with 14-19 coordinator and YGM where this is not happening
- To provide emotional support for pupils who have been identified as potential NEET
- To liaise with teaching staff about pupils regarding motivation, progression, organisation and behaviour
- To build relationships with vulnerable pupils in order to support them with their future planning and widening their participation
- To assist the 14-19 Co-ordinator to organise post 16 Taster sessions e.g. Wakefield, Barnsley, New College
- Under direction from 14-19 Co-ordinator organise and attend Sheffield Awards and 'Discover Us' programme
- To establish effective communications with parents/carers and to participate in meetings providing feedback when required
- To assist pupils in using resources, computer programmes etc.
- To assist with the planning of programmes such as Mock Interviews/visiting speakers/ career opportunities and workshops
- To monitor the application process for all post 16 opportunities
- To promote through a range of avenues all post 16 opportunities
- Produce Risk Assessments for visits, trips and workshops connected with post 16 opportunities
- To monitor attendance at all off-site programmes
- To work under the guidance of work related learning co-ordinator to match pupils to work experience placements ensuring they are appropriate to the pupils needs
- To attend a weekly meeting with 14-19 co-ordinator.
- To embrace all training and development opportunities related to this post

Other duties commensurate with the grade of the post as directed by the Headteacher

To fully participate in the school's Appraisal procedure by regularly reviewing progress  
And ensuring weekly meeting with the 14 – 19 co-ordinator

**People**

None

**Budgets**

None

**Physical Resources**

Effective use of promotional materials and resources.

**Characteristics of the post:**

You may be asked to be flexible in approach towards students' needs and where appropriate:

- Have a flexible approach to working hours especially at start of school day and during trips to off-site venues
- Make visits to colleges and placements with pupils acting in loco parentis
- Meet with parents of pupils who require additional support
- Advise pupils about best placed adults to contact specifically with regard to post 16 opportunities
- Supervise interviews taking place
- Deal with information which is both sensitive and confidential in nature
- The ability to attend meetings as required by the Headteacher/Line Manager

Employees are encouraged to participate in training activities in order to enhance their own personal development. Often these will be based within The Academy

**Employment checks required of this post:**

- Evidence of entitlement to work in the UK.
- Evidence of essential qualifications – see page 1 of this specification.
- Two satisfactory references.
- Evidence of a satisfactory safeguarding checks e.g. Enhanced DBS checks
- Confirmation of medical fitness for employment.

**Date completed:** February 2014