



# CROFTON ACADEMY JOB SPECIFICATION

**Post Title** : 14-19 Mentor

**Reporting to:** RCI/ DHT

**Location:** Crofton Academy

**Grade:**

**Post Ref No:** N/A

## Overall Purpose of the Post:

Under the direction and supervision of a teacher or line manager to support pupil's progression to post 16 learning

To engage in partnership working at Post16 level

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

<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>	Level 2 Numeracy / Literacy or willingness to work towards this	Support Work in Schools (S.W.I.S.) Level 2.
<b><u>Knowledge &amp; Skills</u></b>	<p>Good 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 empathy with pupils with SEN.</p> <p>Knowledge of health and safety issues.</p> <p>Full understanding of the range of support services/providers</p>	<p>Appropriate knowledge of First Aid qualification</p> <p>Use of Technology e.g. ICT for basic office packages</p> <p>Data Protection issues.</p>
<b><u>Experience</u></b>	Working with or caring for children	
<b><u>Competencies and other skills required</u></b>	<p>Ability to plan 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>	

## **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 and uploaded to the VLE.
- 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 Babcock/Connexions (Zoe Field) in ensuring pupils attend planned interview and workshops.
- To work with individually identified pupils to ensure that steps for their future and considered 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.
- To assist, and where appropriate lead in organising and planning widening participation activities.
- To co-ordinate post 16 Taster sessions eg. Wakefield College, Barnsley College, NEW college.
- To establish effective communications with parents/carers and to participate in meetings providing feedback when required.
- To assist pupils in using resources eg. UCAS Progress to apply for future opportunities.
- To attend meetings which inform and guide the widening participation agenda as directed by 14-19 coordinator or DHT. This should include the Discover Us project for Year 9-11.
- To assist with the planning of programmes such as Mock Interviews/visiting speakers/ career opportunities and workshops
- To attend weekly meetings with 14-19 co-ordinator
  
- To further develop the relationship between the school and Sheffield University Achievement Award, raising its profile in school, liaising with the coordinator at Sheffield, provide data for the university and organise the annual trip to the university for the award ceremony.
- To complete admin tasks which support the department eg. displays, distribution and collation of PSE materials, risk assessments, referral forms and the appropriate dissemination of information.

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

### **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:

- 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 check e.g. An Enhanced CRB Disclosure.
- A List 99 check.
- Confirmation of medical fitness for employment.

**Date completed:** October 2012