

BORDERS COLLEGE

JOB DESCRIPTION

Job Title	Borders Young Talent Mentor
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Post Holder	
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Accountable To	Student Services – Team Lead
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Responsible For	Supporting young people in their transition from school to college
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Department	Student Services
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Overall Purpose of Job
<ul style="list-style-type: none"> • The principal role of the Mentor is to form professional relationships with the young person, their school and Borders College and engage with them regularly. • To support, advise and act as a role model and advocate for young people. • To prepare the young person well for the transition to college so they can make the most of their talent and their potential to succeed in their chosen course. • To liaise with a range of professionals and the families as appropriate around each young person. • To create sound and effective networks of communication and support with other College staff, Schools and relevant external support agencies.

Main Duties and Responsibilities
<p>Working with the young people:</p> <ul style="list-style-type: none"> • To engage with the young people referred for support and form a professional relationship under the guidance of the Student Services Team Lead and share with the young person the aims of the Borders Young Talent project and encourage them to participate in the support programme. • To effectively manage a case-load of allocated young people through face to face contact, communication, recording and proactive work. • To form and sustain positive and creative relationships with the young people and understand their support needs. • To agree with the young person the aims and the goals for the transition year to college and look at developing positive interventions that supports the young person's aspirations, promotes a sense of progress and achievement in education. • To support the young people to recognise and manage behaviour that has a negative impact on their learning, health and wellbeing. • To monitor progress in meeting the aims and goals regularly and support the young person with agreed early interventions where these have not been met. • To coach and support the young people in preparing for and through the transition from school to college. • To support the young person in making application for student funding.

- To promote good attendance as a key to success at school and college by regular attendance monitoring, discussions and joint planning with the young person and others.
- To act as an advocate for the young people where this is required to promote their interests.

Records and Data Management:

- To create individual support plans with the young people in consultation with the Student Services Team Lead and which meet the needs of the project recording requirements.
- To maintain individual files and associated records and paperwork, including weekly timesheets.
- To maintain (ongoing) weekly contact logs recording contacts, plans and outcomes.
- To assist in the evaluation of the Borders Young Talent programme and contribute to the learning and growth of the BYT.
- To assist in monitoring destinations and outcomes post-course.
- To comply with Borders College confidentiality policies and ensure all records and their storage comply with Data Protection requirements.
- To immediately advise the Student Services Team Lead or their representative of any concerns about the young person's wellbeing or safety.

Liaison with staff and external agencies – under the direct supervision of the Student Services Team Lead:

- To meet regularly with the Student Services Team Lead to monitor, discuss, plan strategies for each of the BYT members.
- To meet with key people such as schools staff, social workers and families to provide a clear and supportive process of transition from School to College under agreed BYT plans and strategies.
- To work with course tutors, welfare and learning support staff as the young person's 'key worker'.
- To bring to the attention of the Student Services Team Lead any potential safeguarding issues.
- To liaise with other college staff involved in the young people's Schools Academy programme and their transition to college.

To maintain Personal and Professional Development:

- Adopt flexible working methods to meet the changing needs of the College
- Develop and maintain high quality standards appropriate to the post
- Develop and maintain professional standards and expertise by undertaking relevant professional development

To demonstrate appropriate Competency and Behaviours:

- Promote and comply with legislation including Health and Safety, Equalities and Inclusion, General Data Protection Regulation, Prevent and Safeguarding
- Conduct yourself at all times in line with our college values and behaviours
- Comply with College Policies and Procedures relating to Staff and Students

You may also be required to:

- To support the work of the College in terms of recruitment, marketing and resourcing as required

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- Undertake any other duties appropriate for the efficient and effective management of the College as directed

The above mentioned duties and responsibilities represent the current situation and may change over time to reflect the changing needs and requirement of the College.

Signed Date
(Staff Member)

Signed Date
(Line Manager)

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PERSON SPECIFICATION

QUALIFICATIONS		Essential or Desirable
	A mentoring or counselling qualification at SCQF 6 or equivalent	D

KNOWLEDGE		Essential or Desirable
	A knowledge and understanding of the issues faced by young people who are looked after children, care leavers, young carers or have endured social or economic deprivation	D
	Understanding of education and/or public sector operating environment	D
	Knowledge of a person centred assessment of need	D
	Knowledge of appropriate intervention that will support positive behaviour	D
	Working knowledge of ICT within an office environment	D

EXPERIENCE		Essential or Desirable
	Working with young people to promote engagement in personal development and positive outcomes	D
	Working with staff at all organisational levels and across different organisations	D
	Counselling and/or mentoring	D
	Working with young people who have experienced additional challenges in their lives	D

INTERPERSONAL SKILLS & ABILITIES		Essential or Desirable
	Ability to manage conflicting priorities and deadlines in a methodical manner	E
	Able to work on own initiative with limited supervision	E
	Ability to deal with sensitive and confidential matters	E
	Ability to relate to young people and build genuine positive relationships	E

OTHER ABILITIES/QUALITIES		Essential or Desirable
	Good communication/good listener	E
	Empathetic/non-judgemental	E
	Reliable private transport and/or a willingness to travel.	E