

BORDERS COLLEGE

JOB DESCRIPTION

Job Title	Borders Young Talent Mentor
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Post Holder	
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Accountable To	Student Services Manager (Welfare and Transitions)
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Responsible For	Supporting young people in their transition to college and beyond
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Department	Student Support Services
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Overall Purpose of Job
<ul style="list-style-type: none"> To increase the prospects in education and employment of those who have experienced trauma; including care experienced students, student carers or those who face barriers to sustaining educational pathways.

Main Duties and Responsibilities
<p>Supporting our Students</p> <ul style="list-style-type: none"> Make early connections with learners who are progressing from school to college and work alongside schools to support a smooth transition into Further Education. Build trusting relationships with learners through the delivery of tailored support that is empathic and trauma-informed. Provide front-line support for learners, including advice and guidance relating to student experience and signposting to appropriate services. Develop positive interventions that support learners to become independent, confident and resilient. Support learners to develop behaviours that will increase engagement in learning, and improve health and wellbeing. Support learners to maintain engagement with the college through ongoing mentoring, attendance monitoring and joint planning with the learner and others. <p>Student Records and Safeguarding</p> <ul style="list-style-type: none"> Maintain up-to-date learner records and contact logs. Ensure all records and their storage comply with Data Protection requirements.

- Raise any concerns about the wellbeing and safety of learners through the college Safeguarding procedures.
- Provide support to track and monitor learner attendance and progression.

Partnerships

- Meet with key partner agencies, social workers and families to provide a clear and supportive process of transition to college and beyond.
- Work with curriculum teams and support services to ensure the appropriate support is in place for learners at College.

Personal and Professional Development:

- Adopt flexible working methods to meet the evolving needs of learners, the student services team and the wider College.
- Develop and maintain quality standards appropriate to the post consistent with policies and procedures.
- Develop and maintain professional standards and expertise by undertaking relevant professional development.
- Participate in relevant events and professional networks, representing the College as required

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, counselling or youth work qualification, or the ability to demonstrate experience in a relevant profession.		E

KNOWLEDGE		Essential or Desirable
A knowledge and understanding of the challenges faced by people who are care experienced, care leavers, young carers or have experienced social or economic deprivation		E
Understanding of education and/or public sector operating environment		D
Knowledge of approaches to support positive behaviour		D
Working knowledge of ICT within an office environment		E

EXPERIENCE		Essential or Desirable
Lived experience of vulnerability, for example, experience in the care system or deprivation.		D
Working with individuals to support their personal development		E
Experience of working in a team		E
Experience of training, teaching or coaching/mentoring others		D
Evidence of pro-social behaviours (e.g. empathy, actions that benefit others).		E
Experience of using a range of self-management or recovery tools and techniques.		D

INTERPERSONAL SKILLS & ABILITIES		Essential or Desirable
Good written, verbal and non-verbal communication skills		E
Being able to relate to a wide range of people		E
Self-motivated		E
Ability to work in an enabling and creative way		E
Ability to deal with sensitive and confidential matters		E
Commitment to supporting others		E
Good team-working skills		E
Ability to manage conflict and to help others to do so		E
Professional in behaviour		E
Ability to reflect on work practice and be open to constructive feedback		E

OTHER ABILITIES/QUALITIES		Essential or Desirable
Reliable private transport and/or a willingness to travel.		E