



## Our Place Mentoring Scheme Mentor Job Description

**Role:** Child and Young Person Mentor.

**Hours:** 15 hours per week

- Term Time Only.
- Overtime by prior agreement.
- Monday-Friday (9am – 5:30pm).

**Salary:** £22,000-£23,000 pro rata

### Our Place Mentors:

A Mentor with the Our Place Mentoring Scheme is a caring, responsible, adult who serves as a listener, critical friend and role model to children, young people and parents/carers. They help to ensure that the Mentee develops important life skills by working through challenges together, developing emotional well-being and healthy relationships. Our Place Mentors enable their Mentee to be exposed to new opportunities and a wide array of resources enabling and equipping them to make positive change.

**Purpose of Child and Young People Mentors:** To give children and young people in need of social, emotional and mental health support the companionship / partnership of a caring adult through 1-2-1 and Group Mentoring.

### Key Role and Responsibilities

#### One to One Mentoring:

- To work independently to plan and deliver bespoke mentoring sessions using the resources and training provided.
- To use the Mentoring Scheme Database to complete mentoring administration including session plans, attendance and mentor meeting records.
- To undertake Mentee evaluations at the beginning, middle and end of mentoring.
- To attend regular case management meetings with their Mentoring Scheme Co-ordinator.
- To attend regular team meetings.
- To manage own timetable and schedule; this includes liaising and accommodating both the needs of the mentees and schools when arranging session times (this includes mentoring delivery Mondays-Fridays/after school hours if needed).
- To inform Mentoring Scheme Coordinator of any mentee absences.

#### Group Mentoring:

- To manage the delivery timings, be punctual in arrival and timely in responding to requests, actions and administration.

- To liaise with the Group Supporter to ensure they are comfortable with their role and material to be delivered, ensure they are fully utilised in the sessions and debriefed at the end of the course.
- To be the point of contact for Teaching staff responsible for the group.
- To be responsive to group and individual needs ensuring flexibility and tailoring of material where possible to suit learning styles and understanding levels.
- To manage children's behaviour - ensuring the safety of all participants whilst also learning in a more flexible environment.
- To summarise mentees evaluation scores, complete attendance hours administration and summarise the learning of the course for the Mentor Coordinator to share with the School.

#### **Other role requirements:**

- To attend practice supervision sessions as required.
- To attend Our Place training courses and access relevant external training for professional development.
- To record and communicate safeguarding issues/concerns to school and the Mentoring Scheme Coordinator/ Safeguarding Leads.

#### **The Mentor's commitment to Our Place Mentoring Scheme**

- To be able to provide high quality impacting support to Mentees on a regular basis.
- To serve as a positive role model when representing the Our Place Mentoring Scheme by modelling desirable behaviours - e.g. consistency, patience, tolerance, and reflective listening.
- To be open to take constructive feedback regarding mentoring activities by staff, supervisors and Mentees.
- To be willing to report any problematic issues including safeguarding issues noted in your sessions.
- To have access to transport (Own or public transport) to ensure you arrive on time for your Mentoring sessions.
- To be willing to adhere to all Our Place Mentoring Scheme policies and procedures and live in accordance with the Our Place values and ethos.

#### **The Mentor's commitment to the Mentee**

- To support a young person through an ongoing, one-to-one relationship.
- To maintain confidentiality at all times.
- To be dependable and consistent in meeting the time commitments you have made to your Mentee.
- To serve as a positive role model and act as a resource and guide.
- To build the relationship by planning and participating in activities together.
- To build mutual respect.
- To help set goals and work toward their completion.
- To be patient and understand that the mentoring relationship is a process that takes work and time.
- To respect the mentee's right to self-determination and independence.
- To be respectful of the Mentee's time, opinions, and decision-making.
- To be comfortable with establishing appropriate boundaries with the Mentee.
- To be encouraging and supportive of the Mentee.
- To be an advocate for the Mentee.



## **Our Place Mentoring Scheme Mentor Person Specification**

### **Personal Qualities and Skills:**

- Able to provide positive encouragement.
- Able to listen effectively with understanding and empathy.
- Able to support Mentees in setting out and working through personal goals.
- Able to seek out relevant contacts within the community and signpost as appropriate.
- Able to be non-judgemental.
- Able to create a safe and empathetic environment for mentoring.
- Able to work on a one to one basis with children.
- Able to lead group mentoring sessions.
- To be a well-balanced person.
- To be a natural, genuine and consistent person.
- To be honest and open.
- To have patience and able to allow structured silence.
- To be committed and self-motivated.

### **Qualifications and Experience:**

#### **Essential**

- 18 years old or above.
- Pass qualification in English and Numeracy.
- Basic knowledge or qualification in IT.
- Experience of working with children/young people.
- Experience of dealing with complex cases.
- Experience of working with children from diverse backgrounds and on both a one to one and group basis.
- Knowledge and training in safeguarding.

#### **Desirable**

- Level 3 Award in Mentoring Practice or equivalent (Can be undertaken with the Our Place Training Team alongside the Mentor role)