



Student Voice Job Description

Head of Mentoring

Purpose

Mentoring is the nucleus of Student Voice Work.

Mentoring within the academy has grown beyond recognition across the academy to support, encourage and motivate vulnerable students. Mentoring now covers 5 distinct areas; Peer Partners, Academic Mentoring, Form Mentoring and Buddy Readers.

Heads of Mentoring will need to support and train prospective and current mentors to ensure their skill set is appropriate and up to date. Match mentors to mentees based on an extensive knowledge of skills and need. Heads of Mentoring will also need to ensure that all work is monitored, tracked and evaluated to ensure that funding continues into the future.

Main Responsibilities

- Organise and oversee mentoring sessions throughout the academy.
- Support and guide mentors on specific programmes to develop their skills and engage mentees.
- Track and organise attendance at all interventions.
- Monitor and track performance and evaluate impact of mentoring programmes.
- Deputise for Head Boy and Girl.
- Attend weekly Student Voice Leadership Meetings.
- Gather qualitative and quantitative information to present to the Senior Leadership Team throughout the academic year to show the ongoing progress of the programme.
- Support all Student Voice campaigns and activities.
- Lead and participate in assemblies.
- Support Mrs Pemberton in regular supervision sessions with mentors

Personal Skills

- Time Management
- Communication
- Organisation
- Communication
- Adaptability – Especially at short notice
- Planning
- Ability to work under pressure

Personal Qualities

- Reliable
- Empathy
- Committed
- Mature
- Dedicated
- Creative

Continued overleaf

To apply please submit one sheet of A4 outlining:
The position or positions you are applying for
The skills and personal attributes you have to carry out these roles
What social issues and topics do you think affect young people today
What Student Voice means to you

Applications will open on Wednesday 31st March and all applications should be submitted via email to Mrs Pemberton and Mrs Lowndes by Monday 19th April.

Best of luck in your application!