**Aimhigher Plus Coach**   
(Student Recruitment Team, Marketing and Communications)

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| **Job purpose** |
| The postholder(s) will work in schools identified as having large numbers of learners who live in areas where engagement in higher education is low. They will work with small groups of learners on a ratio of 1:5, facilitating their engagement a programme of 6-8 weekly sessions designed to improve their aspirations, confidence, attainment and social capital.  Applicants are required to attend a briefing session, an interview and undertake training before they can become an Aimhigher Plus Coach. Coaches are also required to undergo an enhanced Disclosure and Barring Service (DBS) check.  This is a developmental opportunity for students and we expect you to acquire and develop a wide number of employability skills through this role. You will receive supervision from a co-ordinator and Aimhigher Progression Ambassador in the school, and from a member of staff in the University’s Student Recruitment team who has overall responsibility for the scheme, and is available for guidance, support and advice as needed. |

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| **Main activities and responsibilities** |
| 1. Organise and deliver appropriate activities, advice and resources to learners aged 13-18 that may help them to achieve their aspirational, educational and career goals. 2. Provide in-school support via weekly face-to-face group sessions, over a 6-8 week period. 3. Provide general pastoral support for learners, referring to relevant support staff, services or information providers where appropriate. 4. Liaise regularly with staff at the school/college and University to schedule activity and communicate any issues (i.e. availability, timetable changes, learner absenteeism) in an appropriate and timely manner. 5. Maintain and submit accurate administrative records of learner engagement and mentor activities to demonstrate impact of the role. 6. Engage with continuous professional development activities during engagement with the programme. 7. Follow all safeguarding procedures and immediately report any child protection issues to the relevant staff within the school/college and University, in accordance with their appropriate policies. 8. Undertake any other duties, commensurate with the nature and grading of the post, that may be required. |

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| **Additional info** |
| **DBS**  All mentors will be required to undergo enhanced DBS checks and must understand that certain previous criminal activity may prevent them taking part in the scheme.  **Travel**  All mentoring sessions will be undertaken at a local school or college. While we endeavour to ensure that these locations are easily accessible by public transport, all mentors should expect reasonable travel of 1-2 hours to be a part of their weekly role.  **Availability**  Typically, mentors are expected to commit one day a week to completing their sessions (depending on academic timetable commitments). Due to the nature of this role, all mentors must be able to commit to a minimum of 12-16 regular weekly sessions, starting in November, December or January.  **As the scheme requires mentors to deliver sessions on a weekly basis, this opportunity is not suitable for students who are required to complete placements of 3+ weeks as part of their academic study.** |

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| **Person specification** |
| * **Must be currently undertaking academic study at Birmingham City University** * A strong desire to support and inspire young people * Able to identify and adapt appropriate communication styles for relevant audience groups * Flexibility to adjust to new working environments and roles * Independent problem solving skills * Able to remain calm and professional under pressure * Able to demonstrate an organised approach to workload management * Excellent written and verbal communication skills * Ability and aptitude to learn new skills quickly * An understanding and awareness of current higher education and widening participation issues * Previous experience working with young people (11-18) |

Any questions about this role, please contact Jo Bowers via **NCOP.mentoring@bcu.ac.uk**