**Aimhigher Mentor**
(Student Recruitment Team, Marketing and Communications)

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| **Application closing date:** | 07/09/2020 |
| **Interview dates:** | TBC  |
| **Training dates:** | TBC  |

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| **Job purpose** |
| Aimhigher mentors offer support for widening participation initiatives, through regular work with learners in local schools and colleges to support the journey towards higher education. Each mentor will be expected to engage with up to five- seven individual learners, all of whom will normally be situated at one partner school or college. Mentors will have a programme of subjects for each session, providing learners with knowledge, skills and understanding of what is required to gain entry into higher education. Mentors will be expected to raise the aspirations of learners, support them in removing barriers to their own learning, and deal with both academic and pastoral issues. Mentors will also need to be able to signpost other services and information to support their learners.  |

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| **Main activities and responsibilities** |
| 1. Organise and deliver appropriate activities, advice and resources to learners aged 11-19 that may help them to achieve their aspirational, educational and career goals.
2. Provide in-school support via weekly face-to-face sessions (individual/group).
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 mentoring activity and communicate any issues (including 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 from 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 12-15 regular weekly sessions, starting in November, December or January. **As the scheme requires mentors to deliver sessions on a weekly basis, this opportunity would not be suitable for students who are required to complete placements of 3+ weeks as part of their academic study.**  |

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| **Person specification** |
| * **Currently studying 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).
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For any questions about this role, please contact us

via **Aimhigher.mentoring@bcu.ac.uk**