



Job Description Change Mentor

Job title: Change Mentor

Location: Rotherham (but with reimbursed travel to other boroughs for pick-ups, you may also be required to visit our other sites for training and development as needed)

Supervisor: Change Leader

Type of Employment: Full Time (*would consider part time*)

Hours of Work: 37.5 Hours per week (*negotiable*)

Days of Work: Mon-Fri

Pay Level: £26,000 per annum

Roles and Responsibilities	
General Responsibilities	
1	Uphold the company's EPIC ARC values and ethos at all times.
2	Work effectively as a key member of the Really NEET team to establish and maintain excellent relationships with colleagues, parents/carers, learners and other professionals.
3	Uphold the Safeguarding process in the company's Safeguarding and Child Protection Policy.
4	Deliver quality on-site youth work to help all our young people overcome multiple complex educational barriers.
5	Help create and maintain a safe environment for our young people, where they feel confident approaching any staff member if they have a worry or problem.
6	Carry out learner pick-ups and drop-offs when required, ensuring that the necessary business cover has been added to car insurance and that tax and MOT are in place and maintained
7	Record all relevant information on our systems (Safeguarding – CPOMS, learner information – HUBmis)
8	Meet the requirements of the Health & Safety at Work Act 1974
Role Specific Responsibilities	
1	To work with learners onsite in groups or 1:1 and also with learners offsite, in their own homes or in the community
2	To plan and deliver Change Workshops which cover PSD and Careers and deliver Maslow Sessions and lead on Experience Days
3	To plan and deliver one-to-one or two-to-one sessions with individual learners as and when it is required
4	To deliver and implement teaching and learning practices to raise students' standards, progress and attainment
5	Delivering high quality lessons that include differentiation and extension tasks that consider and students' needs and abilities.
6	To offer support to all our young people, including those with SEND (Special Educational Needs and Disabilities).
7	To assess students' work, progress and attainment and to provide quality assurance.
8	To undertake the Really NEET Teaching & Learning CPD and implement this into own practice.

9	To develop high quality teaching materials that keep students engaged.
10	In collaboration with the SEN coordinator, prepare, implement, monitor and review Individual Educational Plans.
11	To create differentiated and engaging resources to ensure all students can access the learning.
12	Working in conjunction with the Outstanding and Good criteria for OFSTED
13	Working with students aged 16-24yrs from Pre-Entry to Level 2.
14	Responsible for assessing and marking students' work and providing both written and verbal high quality feedback to students.
15	To support by participating in Really NEET engagement activities where required.
16	To pick up/drop off students using own car.
17	Ensuring the outcomes on the learners EHCP are met and progression paths are in line with EHCP suggestions.
18	To find work experience, employment and onward progression opportunities for students when they leave Really NEET, liaising with our SEND Lead throughout this process.
19	Identifying and supporting positive transition and progression pathways for young people.
20	To keep up-to-date on relevant SEND strategies relevant to current cohort of students.
21	To provide input for educational reports and SEN paperwork when requested by SENCO.

The post holder may be required from time to time to undertake other duties within the organisation as may be reasonably expected, without changing the general character of the duties or the level of responsibility entailed. This is a common occurrence and would not justify a reconsideration of salary.

The priorities for each year will be reviewed against this job description annually through performance management meetings and appraisals

Please note that we are committed to safeguarding and promoting the welfare of our pupils and expect all those who work with us to share this commitment. Successful applicants will need to undertake a DBS Enhanced Clearance check (Disclosure and Barring Service).