



## Job Description Youth Mentor

**Job title:** Youth Mentor

**Location:** Telford (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:** £24,000 per annum

Roles and Responsibilities	
<b>General Responsibilities</b>	
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 provide support for learners throughout the day during taught sessions and at break/lunchtimes
2	To deliver one-to-one or two-to-one sessions with individual learners as and when it is required

3	To play a lead role in the engagement and wellbeing of the cohort, helping to diffuse potential situations before they escalate
4	To offer support to all our young people, including those with SEND (Special Educational Needs and Disabilities)
5	To assist teaching staff in the preparation of materials and programmes of work
6	To support with planning and participating in Really NEET engagement activities
7	To pick up/drop off students using own car
8	To write Behaviour Support Plans for all students and keeping them updated
9	To plan sessions for students who wish to get their CSCS card and driving licence
10	To find work experience, employment and onward progression opportunities for students
11	Identifying and supporting positive transition and progression pathways for young people
12	To support with the preparation and maintenance of a work experience and employment display board
13	To keep up-to-date on relevant SEND strategies relevant to current cohort of students
14	To provide input for educational reports and SEN paperwork when requested by SENCO
15	To undertake any training the company deems necessary

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).**