



## Job Profile

# Student Mentoring Pathways Coordinator

SESSET 6

Closing date for applications: Monday 27 March 2023 at midday

This vacancy will close should a suitable candidate be appointed.

For further information, please contact Karen Ehren, HR Officer, on 01737 764356 x208 or  
[hr@carringtonschool.org](mailto:hr@carringtonschool.org)

## Student Mentoring Pathways Coordinator

### Job Description & Person Specification

Are you searching for a position with purpose? A role to make a real difference? Where your time can be transformational? Join an award-winning charity and passionate team dedicated to ensuring the country's most vulnerable young people are defined by their talent and never their circumstances. Our in-school mentoring has profound impacts on mentees in their confidence, wellbeing, achievement and post-school progression. MCR Mentors make and experience a life changing difference.

At MCR, our driving force is simple – that young people who are in, or on the edges of the care system, will have the same educational outcomes, career opportunities and life chances as any other young person.

We have had a transformational impact in schools and local authorities across Scotland and in England are looking for a Pathway Coordinator to join our regional team in **Surrey**, based at [Carrington School in Redhill](#). In this role, you will be an integral part of the school community, liaising with education colleagues and external stakeholders, and delivering the programme to young people.

Key responsibilities will be:

- Helping build exceptional individual relationships with young people across Years 7-11 and delivering group work to selected young people in Years 7 and 8.
- Helping to drive mentor recruitment. Consistently supporting, actively engaging and motivating mentors from training through the length of their engagement with the programme.
- Actively support MCR young people to set, experience then follow their education and employment pathways.
- Evidence progression, impact and best practice with YP input, quantitative feedback and qualitative case studies.

**Contract:** 36 hours per week, Term time plus four weeks. Flexible hours can be discussed.

**Salary:** SESSET 6 £24,512 to £26,896 (£26,080-£28,617FTE)

**Closing Date:** Monday 27 March 2023 at midday

## Job Description

### Build effective relationships with the young people in scope

- Build exceptional individual relationships with all MCR young people, especially during primary school transitions and in Years 7 and 8 through delivery of MCR group work
- Actively support all young people in Years 9 upwards to participate and to get the maximum benefits from their mentoring relationships.
- Ensure the young people benefit from all other aspects of the MCR model including setting, experiencing and following their education / employment pathways; Talent Tasters; the Ambassador programme and other relevant 3<sup>rd</sup> party experiences that are on offer
- Produce case studies and good news stories utilising quantitative outcomes and qualitative feedback (with young person voice at the heart) to evidence progression, programme impact and best practice.
- Continue to keep in touch and, where appropriate, support young people in scope who don't yet participate and/or are disengaged

### Mentor recruitment, training, engagement and support

- Consistently support and actively engage mentors throughout the length of their mentoring relationships
- Working with regional team, Programme Manager and Mentor Services, help drive mentor recruitment to the targets needed for your school
- Co-deliver Core Mentor Training
- Promote use of the Mentor Hub, identify training materials and share best practice
- Continually feedback to mentoring services all mentor issues, improvement suggestions and perspectives on quality of matches

### MCR programme development, impact & continuous improvement

- Feedback on programme improvement strategies (regional or school specific) to MCR team
- Active participation in continuous improvement project teams when formed across the region and/or when the need is identified
- Active participation in the MCR PC Forums and peer support networks

# Person Specification

	Essential	Desirable
Skills & Experience	<p>Experience of working with young people</p> <p>Competent digital literacy including MS word &amp; excel, social media and other digital platforms</p> <p>Experience or a knowledge of processes to document and evidence good practice and positive outcomes</p> <p>Awareness and understanding of the principles of safeguarding and child protection duties</p>	<p>Experience of working with care-experienced or vulnerable young people</p> <p>Knowledge of using Google Drive, and of creating/using spreadsheets</p> <p>Experience of facilitating group sessions with young people and/or delivering training/information sessions to adults</p> <p>Experience of managing and/or positively supporting volunteers</p>
Abilities	<p>Ability to present programme information &amp; deliver prepared training sessions to groups</p> <p>Exceptional ability to build meaningful relationships with young people aged 11-18 years, education colleagues, volunteer mentors and local employers</p> <p>Ability to work well on own initiative, as part of a team and on a flexible basis in response to young person &amp; organisational need</p>	
Attitude & values	<p>An understanding of the challenges and barriers that care-experienced and/or vulnerable young people may experience</p> <p>Young person consistently at the heart of professional values and practice</p> <p>Positive, solution-focused attitude</p> <p>Non-judgemental approach</p> <p>Role model for Motivation, Commitment &amp; Resilience.</p>	
Qualifications	At least five A*-C/9-5 GCSEs, including English and Maths.	Diploma level or above in relevant subject

# How to Apply

We hope that you would like to apply; please complete our application form for Support staff posts on the vacancy page and send it to us with a supporting statement explaining what attracts you to the post and details the skills and experience you would bring to it.

Your completed application can be submitted online or emailed to Karen Ehren, HR Officer:  
[hr@carringtonschool.org](mailto:hr@carringtonschool.org)

Alternatively, you may deliver or post it to:

Karen Ehren  
HR Department  
Carrington School  
Noke Drive  
Redhill  
Surrey  
RH1 4AD

If you would like any further information, please contact:  
Karen Ehren, HR Officer on 01737 764356 x208 [hr@carringtonschool.org](mailto:hr@carringtonschool.org)

**The deadline for receipt of completed applications is Monday 27 March 2023 at midday**