Job Description

Job Title: Progression Mentor (0.9333 FTE)

Hours: 37 hours per week (Term time only – 42 weeks per year)

Responsible to: Director of Curriculum

Responsible for: Students within a curriculum area

Location: The post holder will be required to work flexibly across all campuses, according to department needs

Salary: BRK23 £21,224.89 per annum

(Based on full time equivalent of £22,742.02)

Purpose of the Role:

The Progression Mentor will act as a role model for all staff and students; they will demonstrate excellent professional standards and have an outstanding knowledge of the student experience.

The Progression Mentor will support the Director of Curriculum with the development of Personal, Social, Behaviour and Welfare of students and the tutorial programme. They will maximise student participation and achievement rates and ensure that all students have an outstanding experience. The Progression Mentor will play a proactive role in the delivery of Brooklands College’s strategic aims and ambition to be ‘Outstanding Every Day’.

The Progression Mentor will be responsible for:

- The operational development of personal, social and employability skills through the tutorial programme
- Supporting a caseload of students as defined annually by the College

Main Duties and Responsibilities:

- Promoting the College’s ethos and values
- Safeguarding lead within a curriculum area
- Ensure that the student experience is integral to College life and embedded into operational practice
- Deliver pastoral tutorial sessions to full time students according to the annual tutorial programme
- For their caseload of students, ensure that ProMonitor is used effectively and frequently for the recording and review of SMART targets around progression and employability according to the annual Tutorial programme
- Provide effective support for their caseload of students in making applications for further/ higher education and/or employment/ training
• Establish excellent communication with teaching staff and curriculum areas across the College e.g. through the attendance to team meetings
• Work closely with external agencies to ensure that students have access to all the support that they may need to maximise success
• Coordinate student engagement and feedback activities, and proactively use feedback to improve the student experience
• Work to the highest professional standards and undertake your responsibilities to the best of your ability, setting an example to staff that you lead and encouraging them to work as a professional team

General Responsibilities:
• Undertake specific roles as prescribed by College policies and procedures
• Act as a role model for all staff, students and external contacts by demonstrating the College’s values and behaviours
• Participate in appraisal and continuing professional development
• Commit to the College safeguarding policy and promote a safe environment for children, young people and vulnerable adults learning within the College. This includes undertaking a Disclosure and Barring Service check
• Be alert to any indication or allegation of abuse and take appropriate action under the College procedures for the protection of children and vulnerable adults
• Promote equality of opportunity and diversity in all aspects of the role, including curriculum development where appropriate, and challenge inequality and discrimination
• Be aware of your responsibilities under health and safety legislation and take reasonable care for the health & safety of yourself and other persons who may be affected by your acts or omissions at work
• Ensure compliance with relevant legislation (e.g. Data Protection Act, Copyright) and all College policies
• Undertake other duties as may reasonably be expected within the scope and objectives of the post
## Person Specification

**Job Title:** Progression Mentor

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<tr>
<th>Criteria</th>
<th>Education and Qualifications</th>
<th>Knowledge and Skills</th>
<th>Experience and Abilities</th>
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<tbody>
<tr>
<td></td>
<td>Qualified to Level 3 equivalent or above</td>
<td>Good knowledge of Further Education and progression pathways</td>
<td>Ability to deal effectively with highly charged and emotive situations</td>
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<td></td>
<td>Level 2 English and Maths</td>
<td>Excellent knowledge of personal, social, behaviour and welfare agenda for young people</td>
<td>Ability to interpret data using management information skills</td>
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<td>Evidence of on-going professional development</td>
<td>An awareness and understanding of effective student support to maximise positive outcomes</td>
<td>Respond positively and efficiently to changing demands</td>
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<td>Education and Qualifications</td>
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<td>Proficient in the use of Microsoft Office (Word, Excel, PowerPoint, Internet and email)</td>
<td>Take ownership and accountability for tasks and actions with the ability to use own initiative and work effectively with minimum supervision.</td>
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<td>Knowledge and Skills</td>
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<td>Effective administrative and organisational skills</td>
<td>Communicate effectively both orally and in writing</td>
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<td>Experience and Abilities</td>
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<td>Work co-operatively with others in the team to achieve individual and team goals</td>
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<td>Continually look for ways to improve and work with high attention to detail</td>
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<td>Motivate students and focus on individual student centred activities</td>
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<td>Experience of supporting successful outcomes for young people</td>
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<td>Experience of caseload management</td>
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**Key:** A = Application Form, I = Interview, T = Task

June 2019