

JOB DESCRIPTION & PERSON SPECIFICATION

Director Area: Children's Services

Job Ref Number: 02702

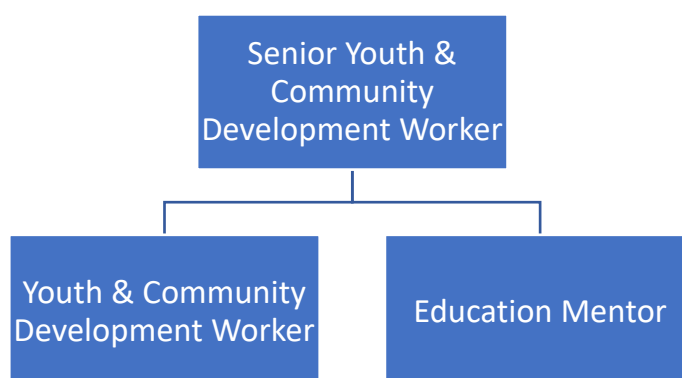
Service Area: Futre4Me team

Grade: G6 (click [here](#) for value)

Job Title: Education Mentor

PURPOSE OF JOB: To provide additional support to young people who need help to overcome barriers to learning, working with those young people that through their behaviour, attendance or criminal behaviour are identified as being at risk of non-engagement with, or exclusion from education, training or employment.

TEAM STRUCTURE:



MAIN DUTIES:

- | | |
|---|--|
| 1 | To develop a 1:1 mentoring relationship with young people aimed at providing high quality advice and guidance to young people with regards to their opportunities around education, training and employment |
| 2 | To provide support and advocate for young people currently out of education, training or employment to secure their reengagement |
| 3 | To secure positive family support and involvement by maintaining regular contact with families/carers of young people receiving mentoring support. |
| 4 | To develop and maintain knowledge of the range of programmes, activities, courses, apprenticeships, opportunities, organisations and individuals that could be drawn upon to provide extra support for our young people. |
| 5 | To work alongside other Children's services colleagues and staff working with education providers including SEND, BOSS, Attendance and Inclusion to ensure that all the needs of the young person are being met to best impact on Education attainment and progress. |
| 6 | To build relationships with, and provide appropriate challenge to pastoral support and education providers. to increase the sustainability and longevity of placements for the specified cohort of young people |
| 6 | To work alongside tailor support to young people and their families/carers which is appropriate to their needs |
| 7 | To produce reports and attend appropriate meetings for young people; such as progress meetings and review, TAC and CiN meetings etc. |
| 8 | To work safely through the assessment of risks and implementing strategies to minimise risks |

PERSON SPECIFICATION

Requirements	Where identified*	Essential	Desirable
Qualifications/Experience			
GCSE or equivalent in maths and English	A	X	
NVQ 2 or equivalent in a subject related to the support of young people	A	X	
2 years' relevant experience of working with vulnerable young people	A	X	
Skills/Knowledge			
Understanding of education system including alternative provisions for those young people up to 18 years old.	A, I	X	
Knowledge of Services and infrastructures in place and available to support with emotional wellbeing and mental health of students.	A, I	X	
Understanding of schools' pastoral support structures and how to work with these to ensure that all the needs of the young person are being met to best impact on Education attainment and progress.	A, I	X	
Computer skills, including the ability to produce reports to a good professional standard	A, I	X	
Good communication skills, both written and oral, to engage with young people and other professionals / Services.	A, I	X	
Ability to understand the needs of children and young people and set appropriate targets/outcomes.	A, I	X	
Ability to develop positive relationships with people in a variety of settings and with differing experiences and expectations	I	X	

An understanding of Children's Social Care practices in Lincolnshire, including Early Help and Youth Justice and Education and Health Care plans	I		X
Competence in the skills of networking and facilitating			X
Applicants will need to apply for a criminal record check at enhanced disclosure level (enhanced DBS)		X	
A full driving license	A	X	
Ability to manage time and workload effectively within frequently changing circumstances and with conflicting priorities	I	X	
Work safely and with a high regard for the health and safety of young people and families especially where there is a potential known risk.	I	X	

*A = Application form T = Test/Assessment I = Interview P = Presentation

GENERAL

The postholder is required to take personal responsibility for contributing to organisational transformation and changes in ways of working, maximising the benefits and efficiencies for both internal and external customers, including the promotion and use of self-service to achieve maximum cost effectiveness.

The postholder is expected to work to the [Lincolnshire County Council Core Values and Behaviours](#) and to carry out the duties in accordance with Lincolnshire County Council policies.

Other Duties - The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.

Safeguarding -. All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Lincolnshire County Council Safeguarding Policy. In addition employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.