

Mentor (Grade 5)

35 hours per week. 38 weeks, plus 5 INSET days.

Core Purpose:

- A Mentor provides guidance, support, and advice to individuals (mentees) to help them develop skills, achieve goals, and grow personally or professionally.
- Mentors share their knowledge and experience, offering constructive feedback and encouraging continuous improvement.

Key duties:

- Build a trusting and supportive relationship with mentees
- Provide guidance on career development, skills improvement, and goal setting
- Share knowledge, expertise, and best practices in a relevant field
- Help mentees identify strengths, areas for development, and opportunities
- Offer constructive feedback and encouragement
- Assist in creating development plans and tracking progress
- Support problem-solving and decision-making processes
- Follow safe guarding procedures and act with integrity
- Encourage accountability and self-reflection
- To work one to one with students or small group settings
- Support students transition to centre

Required skills & qualifications:

- Strong communication and interpersonal skills
- Ability to listen actively and empathise
- Experience or expertise in a relevant field
- Coaching, teaching, or leadership experience (preferred)
- Problem-solving and critical thinking abilities
- Patience, adaptability, and a supportive attitude
- Ability to motivate and inspire others
- Hold a driving license and business insurance

Special Conditions

This position is subject to an enhanced Criminal Records Bureau check and you will be asked to apply for a disclosure certificate if you are offered the position.

The postholder will be required to drive and must hold a UK driving licence

Criteria	Essential	Desirable
Education		
Level 2 Literacy and Numeracy qualification	E	
A relevant, recognised qualification e.g. Diploma in Childcare, NVQ Level 3 for Teaching Assistants		D
Knowledge, skills and behavioural attributes		
Knowledge and understanding of students' barriers to learning	E	
Strong communication and time management skills	E	
Ability to listen actively and empathise	E	
Coaching, teaching, or leadership experience (preferred)		D
Problem-solving and critical thinking abilities	E	
Patience, adaptability, and a supportive attitude	E	
Ability to motivate and inspire others	E	
Strong communication and interpersonal skills	E	
Experience		
Experience or expertise in a relevant field	E	
Previous mentoring experience		D
Significant experience of working with children and young people with complex needs	E	
Experience of working with vulnerable groups, including SEND students or those with behaviours that challenge		D
Safeguarding		
Demonstrate a clear understanding of roles and responsibilities of duty of care and safeguarding	E	
Demonstrate a clear understanding of roles and responsibilities with regard to safe working practices	E	
Have a proven record of meeting professional standards and being an outstanding role model at all times	E	
Level 2 Safeguarding and Child Protection training		D
Other		
Driving license and willingness to drive students	E	