**Job Description**

**NEET Prevention Mentor**

|  |  |
| --- | --- |
|  | |
| Salary | Grade 8 |

|  |
| --- |
| **Job Description** |
| **Job purpose**: To co-ordinate a destinations service that engages all year 11s and ensures that they all move into a positive, appropriate post-16 destination. |
| **Main responsibilities:**   * To work alongside teaching and support staffs to provide impartial information advice and guidance to the pupils applying for post-16 destinations, looking at all post-16 providers * To work with parents and carers to help them identify suitable post-16 provision and to further support their children with applications, interviews and transition to post-16 * To work alongside the named member of staff for CIAG in each school to co-ordinate and facilitate the organisation of student’s post-16 applications and interviews, and ensure all students are supported with interview and assessment centre preparation, are transported to interviews and assessment centres, and well supported during them * To establish coherent systems for working closely with a range of other agencies such as YOS, social care, EHW involved with the young people and their families * To establish and maintain regular contact with parents and/or carers of pupils to monitor the college application process and contact any post-16 providers if they have not been in contact with the applicant/pupil * To supervise pupils when first attending post-16 and liaising with course tutors/parents to ensure successful transition * To monitor the success of post-16 transitions and intervene before relationships break down with the post-16 provider * Act as advocate for the young people when any meetings are convened at their post-16 provider * To build and maintain relationships with a range of post 16 providers so that staff and students can always be given up to date and accurate information about options and pathways * To find appropriate work experience placements for students with high needs, and to ensure these placements are health and safety compliant * To liaise with work experience providers regarding students’ learning and support needs * To contribute to half termly reports to assist the Executive SLT and Heads of School, to monitor progress and report to the governing body and local authority     **Standard Duties**   * Engage in the implementation of School Quality Assurance systems * Show a commitment to diversity, equal opportunities and anti-discriminatory practices * Show a commitment to ensuring that children and young people learn in a safe environment, and the Academy’s safeguarding policy is always adhered to in all circumstances * Participate in relevant and appropriate training and development as require |
| **The post holder may be required to perform duties other than those given above. These may vary from time to time without changing the general level of responsibility.** |

**Person Specification**

NEET Prevention Mentor

|  |  |  |  |
| --- | --- | --- | --- |
| **Area** | **Essential** | **Desirable** | **When assessed?** |
| **Personal Qualities**    Includes any specific physical requirements of the post – (subject to the provisions of the DDA Act) | * Excellent self-motivational skills, positive and enthusiastic approach. * Proactive when dealing with young people and communicating quickly to outside agencies * Excellent at working on your own initiative, and with a team. * Ability to communicate effectively, compassionately with tact and diplomacy when visiting pupils, parents/carers at home |  | Interview  Performance of task |
| **Work Experience**  Ability to undertake duties of the post | * Significant experience of dealing with outside agencies/young people aged 14 to 19 and their families. * Experience of working with disengaged young people | * Understanding of mentoring skills | Application Form  Interview |
| **Qualifications and Training** | * A willingness to undertake further training | * NVQ level 3 Certificate in Advice and Guidance * A minimum of 4 GCSE’s or equivalent including English and Mathematics (Grades A to C) | Application Form  Documentary Evidence  References |
| **General and Special, Skills and Knowledge**    Includes abilities and intellect | * Ability to relate well to young people and adults sometimes under difficult circumstances. * Ability to meet the needs of pupils who need help to overcome barriers to learning * Able to act quickly and effectively to deal with any situations * Manage accordingly the confidentiality of information concerning individual pupils, including the ability to use discretion in circumstances of disclosure. * Ability to contribute to the monitoring and review of pupil progress, working closely with teachers and parents/carers. * Excellent skills of listening, questioning, negotiation and reflection * Able to act quickly and effectively to deal with any situations | * Knowledge of action planning and target setting. * Knowledge of other support services available to pupils | Application Form  Interview  Performance of task |
| **Suitability to work with children, young people and vulnerable adults**    **Issues relating to safeguarding and promoting the welfare of children, young people and vulnerable adults** | * Motivation to work with children, young people and vulnerable adults * Ability to form and maintain appropriate relationships and personal boundaries with children, young people and vulnerable adults * Emotional resilience with challenging behaviours |  | Interview  References |
| **Special Requirements** | * Car owner with full driving license * Flexibility in work pattern may be required occasionally |  | Interview  Application |