**Job Description**

**NEET Prevention Mentor**

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| Salary | Grade 8 |

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| **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
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| **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

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| **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     |