**Job Description**

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| **Title:** | Bespoke Education Mentor |
| **Team:** | Academic |
| **Reporting to:** | Deputy Head |

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| **Overview:** |
| King’s Reach is a unique education provision where “Education Without Limits” is the driving force behind our work with our students. We seek to understand every student’s story and unlock their unidentified aspirations, passions, and innate potential. We pledge never to give up on any student. Through a bespoke, intuitive, and highly personalised education programme, we commit to being always available, consistent and accepting of each of them, whilst challenging them to grow. We nurture aspiration, self-belief and resilience in our students, preparing them for the future challenges of adult life in a changing world. |

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| **Objectives/Purpose** |
| At the heart of how King’s Reach operates is the One to One Mentor programme. The mentors collect and drop off the students from their home address each day and provide 1-1 supervision at all times whilst at school. The mentor is a consistent and dependable base and springboard for the student and therefore a pivotal role within the school.  The Mentors have the most hands on and direct role with the students. The mentor is there to:   * support their student to re-engagement with education, career and community, through leading and managing a Bespoke Education Programme (BEP); * work with the student on a 1-1 basis in order to examine their negative or disruptive behaviours and identify what causes them; * help the student to address the root causes of their negative or disruptive behaviour and provide or engage the relevant support to address them; * continually and persistently challenge and drive students towards becoming their best “Future Me”. |

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| **Principal Roles and Responsibilities** |
| **Responsibility for student at all times**   * Primarily to support the student to become their best “Future Me” * Build a positive and progressive relationship with the student. * Support student behaviours by using positive relationship, emotional support or removing student from the situation where required. * Full awareness of where the students are and their actions. * Use intuition to see issues ahead of time and react to changing emotions and situations. * Facilitate students to engage with tutored sessions. * Feeding information into student plans. * Collection and drop off each day. * Manage student budgets for food, project and all ad hoc requirements.   **Manage the Students Timetables**   * Plan students’ timetable with Deputy Head and put into action. * Develop Individual goals for their students that feed into their Individual Education Plan. * Manage travel arrangements to each location making sure student is on time for sessions. * Develop plan B and C ideas for flexible working if needed. * Research and secure work experience options for the student, which are relevant to the student’s career journey. * Empower students to engage and complete project and skills work, managing all aspects of the process.   **Partnerships and reporting**   * Be an advocate for the student within school and in meetings with external agencies. * Completion of daily school based reporting. * Complete student reports as needed for school and local authority. * Supporting student to complete reports and participate in professional meetings. * Working in partnership with professionals from other organisations that support young people, including social workers, health professionals, police, education, youth offending teams and local authorities to support their mentees re-engagement with education, career and community- including attending and contributing to meetings. * To participate in regular training and development activities and to maintain an up-to-date knowledge of safeguarding, health and safety and local policy developments.   **Team jobs**   * General household duties to keep the facility clean and safe. * Participate in regular training, online and face to face, to maintain up to date knowledge. * Participate in regular 1-1 supervision and yearly appraisal system. * Adhere to all school policies and procedures   And anything else that is deemed reasonable to support the students to progress and achieve above current expectation. |

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| **Skills Required/Desirable** |
| To be a mentor that is able to offer the student the best chances for the future the person will need to be:   * fully committed to the position and the development of their student; * an agent of change; * a motivator and mentally strong; * able to be intuitive in varied situations; * trustworthy; * non-discriminatory and non-judgemental; * a positive role model; * approachable and authentic; * an encourager; * able to challenge poor attitudes and perspectives; * prepared to do new things; * able to support and manage student’s emotions; * able to flexibly adapt at short notice and not take things to heart; * able to work harmoniously withing a team with differing opinions and approaches |