

## OUTREACH STUDENT MENTOR 2017-18

Our values & aims	<p>Outreach Student Mentoring is based on strong rapport between student and mentor and a positive approach to higher education.</p> <p>The Mentor will look to establish trust and rapport with Year 9 students to understand their aspirations, goals and concerns relating to higher education and their future. They will work with the students to meet the aims of the programme.</p> <p>The aims of the programme are threefold:</p> <ul style="list-style-type: none"><li>- To challenge the mind-set that says 'I can't go to university'</li><li>- To develop student's knowledge and understanding of university and how to get there</li><li>- To identify and develop key skills that will help students reach their potential</li></ul>
Responsible to	Mentoring Scheme Coordinator & support team staff, in line with the Student Ambassador Code of Conduct & Code of Practice, which we have adopted.
Main contacts	UEA Mentoring Scheme staff & allocated school contact
Pay scale	Mentors will be paid £8.91 per hour
Key tasks	<ol style="list-style-type: none"><li>1. To establish trust and rapport with students</li><li>2. To understand their aspirations, goals and concerns relating to higher education</li><li>3. To share experience of going to university and help students identify the benefits of higher education</li><li>4. To identify practical obstacles students face to progression and offer support to empower students to achieve</li><li>5. To work with students on a collaborative project to increase their research skills and knowledge of university</li></ol>

### Commitments

**Interview** (to consist of a group activity & brief meeting with Mentoring team) - expected to take place during w/c 23<sup>rd</sup> October.

**Training** - successful applicants to the role of Outreach Student Mentor will be required to attend an essential training day on **Saturday 25<sup>th</sup> November from 9.30 – 16.00** as well as one evening/Wed afternoon briefing. We reserve the right to not place students who have not fully completed the required elements of the training programme, including completing an enhanced Disclosure and Barring Service check. The cost of DBS check should be met by applicant, however it will be offset by a one-off payment for attending the required training sessions.

**Mentoring** will be a regular, weekly slot of variable timings (see below) running for a minimum of 11 weeks between January and May, excluding half term and Easter holidays.

- Travel time between 30 mins–2 hours in total, depending on location of school.
- Mentoring – 30 minutes with each of 4 allocated mentees = 2 hours
- Preparation – outside of mentoring sessions, in some instances, up to one hour's preparation may be needed.

Total – weekly commitment of approximately 5 hours

**Review meeting** – Mentors will be expected to attend a one hour review meeting during February half term. To be scheduled in early December.

**Celebration event** – attendance is expected at the end of scheme celebration on Wednesday 16<sup>th</sup> May.

## PERSON SPECIFICATION

(A) – assessed at Application; (I) – assessed at Interview

	<b>Essential</b>	<b>Desirable</b>
Education, experience and achievement	<p>A current student studying at UEA (A)</p> <p>Experience of working with others in a learning environment (A)</p> <p>Experience of planning and managing tasks to an appropriate timescale (A/I)</p>	<p>Experience of working with young people (A)</p> <p>Previous mentoring experience (A)</p>
Skills & Knowledge	<p>Excellent listening skills (I)</p> <p>Excellent interpersonal and communication skills (A/I)</p> <p>Ability to identify what motivates others and use knowledge constructively (A)</p>	<p>Knowledge of barriers to higher education faced by young people (A/I)</p> <p>Knowledge of different routes into UK higher education (A)</p>
Personal Attributes	<p>A positive approach which promotes good rapport with others (I)</p> <p>Able to demonstrate empathy and sensitivity (A/I)</p> <p>An honest and reliable approach to work (A)</p> <p>A commitment to the aims and underlying values of the Mentoring Scheme (I)</p>	