WARWICK SUTTON SCHOLARS JOB DESCRIPTION

POST TITLE: Warwick Sutton Scholars Mentor

DEPARTMENT: Student Recruitment, Outreach and Admissions Service

SALARY: £8.45 per hour plus £1.02 holiday pay

COMMITMENT: Short listed candidates will be required to attend a compulsory assessment centre on Tuesday 14th November 2017, 5:00pm-7:30pm

And will be required to undertake compulsory training on:

- Saturday, 2nd December 2017, all day
- Monday, 4th December 2017, 17.30-20.00

We are recruiting for two cohorts of mentors, you must be able to commit to all dates in either cohort 3 or cohort 4. The dates differ for each, and the time commitments are generally from 08.30/9.00 -15.30/16.00:

- **Cohort 3 Campus events**
  - Saturday 09 December 2017
  - Saturday 27 January 2018
  - Saturday 24 February 2018
  - Saturday 24 March 2018
  - Wednesday, 11th – Friday, 13th April 2018 - three-day/two-night residential on campus

- **Cohort 4 Campus events**
  - Saturday 20 January 2018
  - Saturday 10 February 2018
  - Saturday 10 March 2018
  - Saturday 21 April 2018
  - Saturday 26 May 2018
  - Saturday 09 June 2018

**CLOSING DATE:** Please complete the online application form, indicating your preference to be a Warwick Sutton Scholar mentor by **Wednesday, 25th October 2017**

**ABOUT WARWICK SUTTON SCHOLARS**

The Warwick Sutton Scholars programme is a two year programme for young people starting in Year 8 (aged 12-13) who are highly able from schools across the West Midlands. The programme is run in partnership with the Sutton Trust and recruits between 70-80 students per cohort. The programme is designed to stretch and challenge students academically and inspire them to consider university in the future.

More information about the Warwick Sutton Scholars programme can be found at: [https://www2.warwick.ac.uk/study/outreach/programmes/suttonscholars/](https://www2.warwick.ac.uk/study/outreach/programmes/suttonscholars/)

We require a team of dedicated, reliable and proactive mentors to work with students throughout their time on the programme.
JOB ROLE:

- To provide consistent, constructive support, information and guidance to a group of up to eight mentees in Year 8 or 9 (aged 12 – 14)
- To establish a rapport with your group of mentees and the wider group of students and staff
- To focus on the whole group of mentees, not only one participant or more willing participants
- To be responsible for providing constructive and supportive written and verbal feedback on homework submitted by your mentees. (Approximately one homework topic set per month).
- Assisting the Programme Coordinator with some aspects of event management and delivery
- To ensure you are encouraging and building positive relationships with parents and carers
- To be a role model for students and contribute to raising the confidence, self-esteem and aspirations of mentees.

RESPONSIBILITIES OF A WARWICK SUTTON SCHOLAR MENTOR:

- To have successfully completed a mandatory Selection Event
- To complete two compulsory training sessions
- To have undertaken an enhanced DBS disclosure
- To support 5-6 sessions on campus during a six month period, where applicable support the Easter Residential event
- To adhere to child protection guidelines as set out in training and assessment sessions
- To act in a professional and safe manner whilst on campus in accordance with the code of conduct set out in the training and assessment sessions

PERSON SPECIFICATION

The Person Specification focuses on the knowledge, skills, experience and qualifications required to undertake the role effectively.

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<tr>
<th>REQUIREMENTS</th>
<th>ESSENTIAL (E) or DESIRABLE (D) REQUIREMENTS</th>
<th>MEASURED BY:</th>
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<tr>
<td>The post holder must be able to demonstrate:</td>
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<td>A) Application Form B) Training Assessment</td>
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<td>Be a current student at the University of Warwick, eligible to work in the UK.</td>
<td>E</td>
<td>A</td>
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<td>Excellent oral and written communication skills</td>
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<td>A,B</td>
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<td>An awareness of issues relating to progression facing young people from groups currently under-represented in higher education</td>
<td>D</td>
<td>A,B</td>
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<td>An enthusiasm for higher education and the ability to explain the benefits of higher education to a small group of young people</td>
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<td>Evidence of team working skills and taking initiative</td>
<td>E</td>
<td>A, B</td>
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<td>Excellent interpersonal skills</td>
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<td>Experience of working with young people, or mentoring</td>
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<td>A,B</td>
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Availability to attend the training sessions, work at the dates listed for the events for one of the cohorts

| E  | A, B |

**Disclosure and Barring Service**
Please note: if your application is successful you will be required to complete an application for an enhanced disclosure from the Disclosure and Barring Service as this role involves working with young people under the age of 18. The cost of this will be met by the Outreach and Widening Participation Team.