Academic Support Mentor
Job Description

The Widening Participation (WP) Team at the University of Warwick is currently recruiting for a group of Academic Support Mentors to work in schools to help raise pupil attainment in various academic subjects.

Who or what is an Academic Support Mentor?

The WP team have developed the Academic Support Mentoring Programme, which aims to place current university students in a small number of schools in Coventry and Leamington. The programme is designed to support school students from a widening participation background in different school subjects, with the aim of improving their skills and attainment in these areas and encourage motivation for learning.

Ambassadors will act as mentors to a small group of school students, from either Year 8 or Year 10 (depending on which stream the mentor selects). Year 10 mentors will focus on improving students' GCSE subject areas, whilst simultaneously developing students’ confidence, motivation, and resilience.

This will be an eight-week programme, including an introductory in-school launch event, six-weekly mentoring sessions and an end-of-programme in-school celebration session.

Please note that as these roles are for academic mentoring, subject-specific knowledge will be required. E.g., For Year 8 Literacy mentoring, studying a humanities-based degree subject would be desirable, or having studied similar subjects at A-Level. While for Year 10 mentoring, we will consider applications from subjects studying any subject. Please indicate in your application what school subject you could support.

Is being an Academic Support Mentor for me?

- Are you interested in working with young people?
- Can you share your enthusiasm for learning to inspire young people in our local community?
- Are you yourself from a non-traditional university background? Can you share your experiences?

Further Information
This role is a paid position through Unitemps (£11.50 p/h plus holiday pay)

Hours: Hours vary depending on school/college requirements and learner needs. On average, mentors will be expected to work approximately two/three hours a week (in one block) including travel time. Mentoring sessions will take place in schools on Wednesday afternoons.

Duration: The programme will commence with an in-school launch on Wednesday 17th January 2024, followed by 6 weeks of mentoring sessions, and finishing in a celebration session (13/03/24).

Location: A school in Coventry or Leamington, to be allocated upon completion of training.

Please find the application form for this role here. Applications close on Sunday 15th October 2023.
A  Job Description

1  Purpose of the Post
The postholder(s) will offer regular support for widening participation in local schools and colleges. The mentor will be expected to work with learners in face-to-face group sessions on eight separate occasions during the Spring term. Each mentor will be expected to engage with approximately five learners per mentor all of whom will be in one school.

Mentors will support learners to improve their knowledge, skills and understanding of the relevant academic subject for which they are being monitored. They will provide encouragement to enable learners to increase their aspirations, meet their full potential, and therefore be inspired to consider positive outcomes within and after their educational pathway. Mentors will also need to be proactive in understanding the needs of their learners, and work with teachers and Programme Leads to achieve this.

Applicants who are successful after application and selection will be required to attend a training session before they can become a mentor. Mentors are also required to undergo an enhanced Disclosure and Barring Service (DBS) check.

This is a developmental opportunity for Warwick students, and we expect mentors to acquire and develop a wide number of employability skills through this role. Mentors will receive supervision from a member of staff in the University Widening Participation Team who has overall responsibility for the scheme and is available for guidance, support and advice as needed.

Main Duties and Responsibilities

1. To deliver regular academic mentoring sessions to learners that meet the specific needs of the programme. This support will be made available through group based mentoring sessions in schools.

2. To provide knowledge and support to learners, and to plan and deliver advice and resources to help them develop their academic skills and build confidence and resilience, ensuring that the advice and resource is appropriate to individual learner needs.

3. To act as a role model and work hard to develop a successful mentoring relationship with learners.

4. To provide support in subject-specific sessions to help learners develop their skills and knowledge in KS3 or KS4.

5. To take part in and complete evaluations as required, and to be responsible for ensuring that if Mentors cannot attend a session, then they inform the Widening Participation Team with sufficient notice.

6. To commit to the full term of the programme.

7. To undertake any other duties, commensurate with the nature and grading of the post, that may be required.

2  Other Requirements (including any special items)

Mentors will be required to communicate all changes to their mentoring activity, for example unavailability and learners’ absenteeism to school/college and university staff with sufficient notice.

All mentors will be required to undergo an enhanced DBS check and must understand that some previous criminal activity may prevent them from taking part in the scheme.
3 Benefits for Mentors

3.1 Development of a range of employability skills including communication, organisation, time-management and problem-solving
3.2 Additional experience to draw on when applying for jobs.
3.3 Experience of the school/college environment.
3.4 The opportunity to take part in a scheme which makes a positive impact on the students involved.

B: PERSON SPECIFICATION

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<tr>
<th>Essential</th>
<th>Desirable</th>
<th>How Identified*</th>
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<td>Be a current student at the University of Warwick (or are due to graduate in July 2024)</td>
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<td>Application</td>
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<td>Have completed a relevant a-level grade A* - C in the subject they will be supporting in either they Year 8 or Year 10 mentoring strand</td>
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<td>Have an enthusiasm for higher education and the ability to explain the benefits of higher education to young people</td>
<td>Experience of working in a mentoring situation.</td>
<td>Application Selection Day</td>
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<td>Experience of working with young people, including young people from widening participation backgrounds</td>
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<td>A good understanding and recent experience of the UK school system</td>
<td>Knowledge of widening participation</td>
<td>Application Selection Day Training</td>
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<td>Subject knowledge to A level or equivalent (in subject area relevant to the chosen mentoring strand)</td>
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<td>Be self-motivating with the ability to work without direct supervision</td>
<td>Demonstrate evidence of team working skills and taking initiative</td>
<td>Application Selection Day Training</td>
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<td>Demonstrate the ability to empathise with young people from a variety of backgrounds</td>
<td>Prior experience of creating engaging sessions</td>
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<td>Good organisational and workload management skills</td>
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<td>Application Selection Day Training</td>
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<td>Excellent and effective communication skills</td>
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<td>Excellent English language skills</td>
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