EXPERIENCE WARWICK PARTNERSHIP

ACADEMIC SUPPORT MENTORS

JOB DESCRIPTION

POST TITLE	Academic Support Mentors
DEPARTMENT	Widening Participation and Outreach Team (Student Recruitment, Outreach and Admissions Service)
SALARY	£9.50 per hour (plus £1.15 holiday pay)

Mentors are paid for 2 hours per mentoring session to include session delivery time and travel time. All compulsory training sessions are paid on the hourly rate above.

COMPULSORY DATES
All shortlisted candidates will be invited to a Selection Event and will be asked to attend compulsory training. The date for the selection event is fixed and if you are unable to attend we will not be able to consider your application this year.

Selection Event: Tuesday 30th November 2021 (Evening)

Academic Support sessions will be delivered during Term Two in a school in Leamington. Successful candidates will be asked for their availability in order to be matched with a Year 11 student at the school. If it proves impossible to match your availability with the school, with your permission, we will note down your details and contact you about any additional, alternative opportunities to support local schools (see 'Additional Opportunities' below).

COVID-19 RISK ASSESSMENT
Mentoring sessions will be delivered in a local school in Leamington. Please ensure you are comfortable with the prospect of working in-school with Year 11 students on a 1-1 basis (aged 15-16) in the current climate. Widening Participation Staff will ensure that risks are appropriately managed and assessed prior to mentoring sessions taking place and Academic Support Mentors will be required to comply with school Covid-19 risk assessments (which could include taking lateral flow tests before sessions). If the current climate changes, the team will look to offer a digital alternative where feasible.

As a Mentor, you will be part of the Warwick Welcome Service, our team of enthusiastic Student Ambassadors who are the 'face of Warwick' to prospective students. You will have access to a wide range of additional work opportunities and develop your interpersonal and customer service skills. As part of this, you will be expected to work on the Open Days during this academic year.

ABOUT ACADEMIC SUPPORT MENTORING

Academic Support Mentoring will place current University of Warwick students in a local school in Leamington. This is a pilot programme and so the role and responsibilities of Mentors may change over the course of the programme.

Academic Support Mentors will work with Year 11 students on a 1-1 basis over an agreed number of weeks in January-March 2022. Year 11 students will be consolidating their knowledge for their GCSEs over this period and Academic Support Mentors will be there to support them through this, particularly in Maths, English and Science.

In addition to this support, Academic Support Mentors will be encouraged to share their experiences of Higher Education and answer questions from the Year 11 students about future options and pathways (where relevant).

The programme aims to:

- Support the attainment of Year 11 students.
- Nurture and support confidence and resilience.
- Encourage Year 11 students to think about their futures and support them to make informed choices (where relevant).

JOB ROLE

Academic Support Mentors will be expected to:

- Attend initial training and regular meetings with the Widening Participation Team.
- Travel independently to the school.
- Provide 1-1 support to a Year 11 student over an agreed number of weeks (and prepare prompts/discussion topics before each session where relevant).

Please note that Academic Support Mentors are not required to have tutoring experience, but they **will** be required to:

- Support Year 11 students to work through subject-specific questions and access subject-specific support from their school teachers, especially if they are struggling with a specific question or problem.
- Share subject knowledge where appropriate (you will be asked on the application form about any subject areas you feel particularly able to support).
- Support Year 11 students to revise and consolidate their GCSE subject knowledge.
- Share your experience of Higher Education and support Year 11 students to understand the future options/pathways on offer to them (where relevant).

RESPONSIBILITIES OF AN ACADEMIC SUPPORT MENTOR:

Typical responsibilities include:

- Undertaking an enhanced Disclosure and Barring Service (DBS) check (cost covered by Widening Participation and Outreach Team).
- Acting in a professional and safe manner whilst in-school, in accordance with the code of conduct, school risk assessments and information provided in training sessions.
- Representing the University of Warwick professionally and adhering to child protection guidelines in accordance with a code of conduct and school safeguarding policies.
- Working closely with and communicating effectively with the Widening Participation Team.
- Maintaining clear records and submitting payment documents for all sessions completed.
- Being punctual and timely throughout the project in accordance with a code of conduct.

MENTOR DEVELOPMENT
All Mentors will be encouraged to broaden their development during the programme. Training and support will be provided by the Widening Participation Team throughout and Mentors will be encouraged to create a peer support network. By taking part, Academic Support Mentors will have the opportunity to:

- Be an inspiration to young people
- Discover your passions and learn more about yourself
- Work flexible hours around your studies
- Develop your leadership skills, empathy, resilience, compassion and more
- Meet new people

CLOSING DATE
If you're interested, please read the Person Specification below, check the key dates and complete the online application form by **12pm on Wednesday 24th November 2021**.

ADDITIONAL OPPORTUNITIES
In addition to the role outlined above, Academic Support Mentors may also be offered other opportunities to work with local schools in Coventry and Warwickshire. These opportunities will be communicated to Mentors on an ad hoc basis and will be paid on the rate outlined above.

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

REQUIREMENTS The postholder must be able to demonstrate:	**ESSENTIAL (E) or DESIRABLE (D) REQUIREMENTS**	**MEASURED BY:** A) Application Form B) Training Assessment
Be a current student at the University of Warwick	E	A
Be committed to the aims of widening participation, raising awareness and aspiration for higher education	E	A, B
Excellent time management and organisational skills	E	B
Evidence of team working skills and taking initiative	E	A, B
Excellent communication and interpersonal skills	E	A, B
Ability to work independently	E	A, B
Excellent presentation skills and the ability to adapt communication to suit a younger audience	E	A, B
Experience of working with young people, or mentoring	D	A, B

Experience of Widening Participation activities	D	A, B