WARWICK SUTTON SCHOLARS JOB DESCRIPTION

POST TITLE: Warwick Sutton Scholars Mentor

DEPARTMENT: Student Recruitment, Outreach and Admissions Service

SALARY: £8.98 per hour (plus £1.08 holiday pay)

COMMITMENT: Short listed candidates will be required to attend a compulsory assessment centre on Wednesday 6 November, 3:00PM – 7:00PM

And will be required to undertake compulsory training on:

- Saturday 30 November 2019 (all day)
- Sutton Scholars Specific Training – Wednesday 04 December 2019, 5:00PM-8:00PM

We are recruiting one team of mentors to work on our campus days and to be considered for the role you must be able to commit to all dates advertised below.

As a mentor, you will also be part of the Warwick Welcome Service (WWS), 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.

The time commitments for each campus day are generally from 08.30 - 16.00/16.30:

- Saturday, 07 December 2019 (last day of autumn term)
- Saturday, 18 January 2020
- Saturday, 15 February 2020
- Saturday, 14 March 2020 (last day of spring term)
- Saturday, 04 April 2020 (during the University Easter holidays)
- Saturday, 02 May 2020
- Saturday, 30 May 2020
- Saturday, 06 June 2020
- Two University Open Days to be confirmed at training

CLOSING DATE: Please complete the online application form, indicating your preference to be a Warwick Sutton Scholar mentor by Tuesday 22 October 2019 (inclusive)

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 70-90 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/

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

**JOB ROLE:**

- To be a role model for students and contribute to raising the confidence, self-esteem and aspirations of mentees
- To contribute to a strong team culture amongst all mentors and staff, building positive and supportive relationships that serve as a model to the young people
- To work effectively as a team with another mentor, providing consistent, constructive support, information and guidance to a group of up to eight mentees in Year 8/9 (aged 12 – 14)
- To establish a strong rapport with your group of mentees and the wider group of young people throughout the sessions and break times
- To support group work by mentoring the young people in developing effective team work and communication skills and facilitating group conversations that enable the group to work together effectively
- To focus on the whole group of mentees, not only one participant or more willing participants, seeking to engage all of the group and supporting them in developing their own confidence
- To enforce rules, routines and expected behaviour among the young people, escalating any consistent behaviour issues to the Programme Co-ordinator/members of staff
- To be responsible for providing constructive and supportive written and verbal feedback on homework assignments submitted by your mentees using a virtual platform. (Approximately one homework topic set per month)
- To assist the Programme Coordinator with aspects of event management and delivery (e.g. set up, registration, clear down, overseeing break times, serving lunch, supporting academics/staff with delivery of sessions)
- To encourage and build positive relationships with parents and carers
- To reflect on and evaluate the success and impact of each event in line with the objectives of the sessions/campus day programme and feedback any successes and issues to the Programme Co-ordinator
- To engage young people in thinking about future choices and talk positively about personal experiences and processes of making subject choices during secondary education (e.g. GCSE/post-16 choices) and choosing a HE course/provider
- To support group work in the virtual learning platform in between events
- To respond to any ad-hoc requests relating to event support, made by the Programme Co-ordinator, staff members and academics
- To report any child protection/safeguarding issues to staff members in a timely manner

**RESPONSIBILITIES OF A WARWICK SUTTON SCHOLAR MENTOR:**

- To have successfully completed a mandatory Selection Event
- To conduct an eligibility to work check with Unitemps
- To complete two compulsory training sessions (see dates stated above)
- To undertake an enhanced DBS disclosure check through Unitemps (which may include providing a ‘Certificate of Good Conduct’ – see application webpage for more info)
- To support events on campus from December 2018-June 2019, including attending briefing sessions at the start of each event
- To adhere to child protection guidelines as set out in assessment and training sessions
- To act in a professional and safe manner whilst on campus and at events in accordance with the code of conduct set out in the training and assessment sessions
- To adhere to sickness and absence policy

**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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| The post holder must be able to demonstrate: | E | A) Application Form  
B) Training Assessment |
| Be a current student at the University of Warwick, eligible to work in the UK. | E | A |
| Excellent oral and written communication skills | E | A,B |
| An awareness of barriers to progression to higher education facing young people from groups currently under-represented in higher education | D | A,B |
| Enthusiasm for higher education and the ability to explain the benefits of higher education to a small group of young people | E | A, B |
| Evidence of team working skills and taking initiative | E | A, B |
| Excellent interpersonal skills | E | A,B |
| Enthusiasm for working with young people and resilience/empathy in responding to challenges the young people may face | E | A, B |
| Experience of working with young people, or mentoring | D | A,B |
| Availability to attend the training sessions and to work at the dates listed for the programme | E | A, B |
| Reliability and punctuality | E | B |