

## **STUDENT PROGRESSION AMBASSADOR JOB DESCRIPTION**

<b>POST TITLE</b>	Student Progression Team Ambassador
<b>DEPARTMENT</b>	Student Recruitment, Outreach and Admissions Service
<b>SALARY</b>	£17.66 per mentoring session (inclusive of holiday pay) Additional payments will be made for attending training and Campus Visit Days
<b>COMMITMENT</b>	Shortlisted candidates will be required to attend a Selection Event on <b>Thursday 17<sup>th</sup> November 2016 (pm)</b>  Successful candidates will be required to attend compulsory training on <b>Saturday 3<sup>rd</sup> December 2016 (all day) and Wednesday 11<sup>th</sup> January 2017 (pm)</b>
<b>CLOSING DATE</b>	Wednesday 26 <sup>th</sup> October 2016

### **ABOUT STUDENT PROGRESSION TEAM**

The Student Progression Team programme is an innovative partnership placing current University of Warwick students into local schools and colleges across Coventry and Warwickshire to work as ambassadors. Ambassadors work with a small group of Year 9 and 10 pupils to deliver a variety of interactive and engaging activities.

The programme works specifically with pupils with the potential to progress to Higher Education, but who may not be from a background that traditionally move on to university. Ambassadors act as positive role models, providing a unique opportunity for school pupils to gain insight into the next key stages of education.

Student Progression Team Ambassadors are matched with a small group of 8 pupils from a school or college in Coventry or Warwickshire. The Ambassadors deliver hour-long weekly sessions to the same group of students over a course of 6 to 8 weeks designed to raise aspirations, support in making informed choices and run activities providing information, advice and guidance. At the end of the programme, all schools are invited to a day of taster sessions at the University of Warwick.

Ambassadors are fully supported by Widening Participation staff, providing training and professional development opportunities. A teacher will also be in the classroom during Student Progression Team sessions.

### **JOB ROLE**

- Plan and prepare a lesson plan and activity resources for in-school sessions
- Deliver 6 to 8 hour-long interactive sessions in-school
- Engage positively with a small group of students
- Attend initial training and regular meetings with University Coordinator
- Opportunities to support end of programme campus visit days in May 2016
- Work closely with and communicate effectively with University Coordinator
- Maintain clear records of all completed sessions completed

## RESPONSIBILITIES OF A STUDENT PROGRESSION TEAM AMBASSADOR:

- Successfully complete two compulsory training days
- Undertake an enhanced DBS disclosure
- To act in a professional and safe manner whilst in-school, in accordance with the code of conduct set out during training sessions
- To return clearly and accurately completed timesheets and other requested paperwork in a timely fashion
- To represent the University of Warwick professionally and to adhere to child protection guidelines in accordance with the code of conduct.

## PERSON SPECIFICATION

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

<b>REQUIREMENTS</b> The postholder must be able to demonstrate:	<b>ESSENTIAL (E) or DESIRABLE (D) REQUIREMENTS</b>	<b>MEASURED BY:</b> 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
Be committed to working with young people in local secondary schools over the course of the school year	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
An enthusiasm for higher education and the ability to explain the benefits of higher education to a small group of young people	E	A, B
Experience of working with young people, or mentoring	D	A, B
Experience of Widening Participation activities	D	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.