

## **Pathways Coordinator - Inverness Royal Academy**

### **Job Description**

**Job Title:** Pathways Coordinator

**Team:** Schools

**Location/Region:** Inverness, Highlands

**Contract:** 12 months

**Hours:** 28 per week

**Starting Salary:** £28,250 p.a. pro rata (Grade 3, PA8-PA11)

**Manager:** Programme Manager

**Line Management Responsibility:** N/A

### **Role Profile**

The Pathways Coordinator works in a secondary school setting, building relationships with our young people in preparation for matching them with a volunteer mentor. You will be delivering a group work programme to S1 and S2 young people to build their capacity for getting the most out of mentoring. For S3 to S6 young people, you will use your knowledge to match them with a suitable mentor, providing continuing support to help that relationship to build. You'll be there to provide young people with personalised support, information, advice and guidance and support volunteer mentors throughout their time as a mentor. You'll ensure a strong focus on working with vulnerable young people, and the achievement of programme performance targets.

### **Job Description**

#### **Programme delivery**

- Establish and grow exceptional relationships with school staff and other relevant partners in the school setting.
- Build exceptional individual relationships with all MCR young people in school, from S1 to S6.
- Deliver engaging group work sessions for S1 and S2 young people, taking into account the needs of individual young people and supporting them to achieve their goals.
- Actively support all MCR young people in S3 to S6 to establish a mentoring relationship, and provide support and encouragement throughout their mentoring journey.
- Facilitate the MCR Talent Taster programme for your young people, enabling employer or other learning or work experiences. Establish and grow strong partnerships with DYW, SDS and other organisations, to support the delivery of these experiences.
- Complete system inputting required for tracking programme delivery, progress and impact.
- Provide case studies and good news stories to aid the celebration of mentors' and young people's achievements.

### **Mentor recruitment, training, engagement and support**

- Consistently support and actively engage mentors throughout the length of their mentoring relationships.
- Support the delivery of mentor training.
- Work with the regional team to help drive mentor recruitment in your community, working closely with local businesses and community organisations. Be prepared to be present at relevant events and provide information sessions locally.
- Lead coffee conversations with mentors in school, to support, develop and encourage their continued involvement with the programme.
- Continually feed back to the mentor services team any mentor issues and improvement suggestions.

### **MCR programme development, impact & continuous improvement**

- Actively participate in team meetings and peer support networks.
- Take a proactive approach to meeting key performance targets, and other measures associated with programme funding as directed.
- Feedback for improvements to the programme (regional or school specific), to the MCR team.
- Be responsive to the Programme Manager and directions given for quality or programme improvement.

The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.

## Person Specification

	Essential	Desirable
<b>Skills &amp; Experience</b>	<p>Experience of working with young people</p> <p>Competent with a variety of software packages</p> <p>Experience or a knowledge of processes to document and evidence good practice and positive outcomes</p> <p>Awareness and understanding of the principles of safeguarding and child protection duties</p>	<p>Experience of working with care-experienced or vulnerable young people</p> <p>Knowledge of using Google Drive, and of creating/using spreadsheets</p> <p>Experience of facilitating group sessions with young people and/or delivering training/information sessions to adults</p> <p>Experience of managing and/or positively supporting volunteers</p>
<b>Abilities</b>	<p>Ability to present programme information &amp; deliver prepared training sessions to groups</p> <p>Exceptional ability to build meaningful relationships with young people aged 11-18 years, education colleagues, volunteer mentors and local employers</p> <p>Ability to work well on own initiative, as part of a team and on a flexible basis in response to young person &amp; organisational need</p>	
<b>Attitude &amp; values</b>	<p>An understanding of the challenges and barriers that care-experienced and/or vulnerable young people may experience</p> <p>Young person consistently at the heart of professional values and practice</p> <p>Positive, solution-focused attitude</p> <p>Non-judgemental approach</p>	
<b>Qualifications</b>		National 5+ (or equivalent) Maths and English and/or HNC level or above in relevant subject