Job Description and Person Specification

Contract Type: Casual / Flexible

Job Title: Summer School Mentor

Department: Widening Participation Team

Pay: £7.85 per hour (+ 0.97 holiday per hour)

Dates:
- Day Mentors Post-16 - Sunday 25 June am ending Wed 28 June pm
- Evening Mentors Post-16 - Sunday 25 June am ending Thurs 29 June am
- Night Mentors: Post-16 site: Sunday 25 June evening ending Thurs 29 June am

Important information

Assessment centre date: Thursday 23rd March 2017 (1.00-4.00pm)

Compulsory training date: Wednesday 7th June 2017 (1.00-4.30pm, all roles, unpaid)

Background

The University of Leicester Widening Participation team will deliver one large residential Summer School for young people in Year 12 in June 2017 as part of our Realising Opportunities scheme, our Leicester Enhanced Access Programme and our London to Leicester Partnership. Summer Schools are an intensive outreach intervention which enables school students from under-represented social and economic groups to obtain a high quality, engaging and meaningful experience of university life and help them to shape future choices about their educational journey. Centred around raising aspirations to Higher Education and increasing applications to research intensive institutions (including the University of Leicester), Summer Schools aim to increase students understanding of university and demonstrate the opportunities and benefits HE can provide, increase their confidence to succeed at university in future, to see themselves fitting into a university environment, improve motivation and attainment at school/college, develop life skills and build self-confidence and resilience through a supported semi-independent learning experience.

Students participate in pre-organised programmes during the day on campus comprising of learning and skills development activities including group work, presentations, talks and interactive workshops. They stay overnight each evening in a Hall of Residence and take part in a range of social activities such as a celebration dinner, disco and film night. Students on RO and LEAP are targeted from specific socio-economic groups e.g. from neighbourhoods where progression to HE is low, have little or no family history of HE, may have a disability, are in Local Authority care or a Young Carer.

Job Role

Student Mentors are vital to the success of Summer Schools and play a key role in ensuring the young people taking part have a beneficial, safe and enjoyable experience. In this highly responsible and intensive face to face role, Mentors will:

- Have responsibility for a group of student mentees (usually 6-8)
- Ensure students in their group engage with all development, academic and social activities
- Get their team to interact and work together effectively
- Give encouragement and help build confidence in their mentees and provide pastoral support
- Provide mentees with a fresh perspective independent from their schools, families and friendship groups
- Enable their mentees to become more aware of their ability to succeed, be better informed and more confident in making decisions about their futures
- Be responsible for first line management of behaviour and help maintain good order
• Work closely with other Mentors and the Summer Schools Management team to ensure the highest levels of welfare and safety are maintained at all times and help to ensure the smooth running of the programme
• Assist with travel (i.e. accompanying students on coaches to/from schools)
• Act as positive role model at all times, including when off duty

The above list is not exclusive or exhaustive and Mentors will be required to undertake such duties as may reasonably be expected within the scope of their role. All Mentors are required to be professional, co-operative and flexible in line with the needs of the role, the Widening Participation team, and the University.

**Mentor roles available (shift times shown as a guide, exact times tbc):**

**Day Mentors:** working with their mentor group through range of organised skills development and personal development activities from c 4.30pm – 9.00pm Sunday and c8.30am - 6.00pm Monday, Tuesday and Wednesday. You will arrive on Sunday morning at c10.00am for final briefing/refresher/summer school preparation have a meal with other mentors and help participants settle in during the evening.

**Evening Mentors:** working with their mentor group through range of organised social/development activities and interacting / supervising participants during free time from c 4.30pm – 11.00pm Sunday, Monday, Tuesday and Wednesday. Supporting departures on Thursday morning c.8.30am -10.30am. You will arrive on Sunday morning at c10.00am for final briefing/refresher/summer school preparation have a meal with other mentors and support travel routes and participants settle in during the evening.

**Night Mentors:** providing security and support on a fully waking night shift by patrolling the Halls site overnight Sunday, Monday, Tuesday and Wednesday dealing with any behaviour incidents, dealing with minor illness/accidents and providing reassurance to students. Night Mentors do not have an individual group but provide support and supervision for all attendees. Night Mentors will ideally hold a recognised, current First Aid qualification. c10.30pm - 8.30am.

**DBS check**
All Mentor staff will be subject to an Enhanced DBS check being made if one is not already held (must less than two years from date of issue and cover working with children). Any decision of employment will be subject to a satisfactory DBS outcome. The WP team will organise and pay for the cost of any DBS checks required.

**Training**
All Mentor staff are required to attend a training session (3.5 hrs, unpaid) on Wednesday 7 June 2017 from 1.00 - 4.30pm

**Accommodation and meals**
Mentors will be provided with meals and refreshment breaks as appropriate to the shift they are working.
• Evening Mentors will be provided with a room in a Hall of Residence in order to work on the Summer School.
• Day Mentors will be provided with a room in a Hall of Residence if required.
• Night Mentors will not normally be provided with any accommodation.
Person Specification

The person specification below indicates the criteria that will be used in short listing applicants to be invited to an assessment centre on 23 March 2017 (1.00-4.00pm). It is therefore **essential** that you provide evidence of how you meet each of these criteria shown as AF* in your Personal Statement on the application form and that shown as SQ* in the Situational Question section.

The person specification also indicates the criteria which will be assessed at the assessment centre.

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Form of Assessment</th>
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<tbody>
<tr>
<td>Education qualifications and training</td>
<td>AF*</td>
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<tr>
<td>- Currently studying for an undergraduate or postgraduate campus based degree at the University of Leicester (essential)</td>
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<tr>
<td>Relevant experience / knowledge / understanding</td>
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<td>- Relevant experience of working with young people (essential)</td>
<td>AF*</td>
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<td>- An awareness of the different techniques that can be used to help/encourage a group to work well together (essential)</td>
<td>AF* AC</td>
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<tr>
<td>- Some understanding of the mentor – mentee (as a group) relationship (leading and facilitating) (essential)</td>
<td>AF* AC</td>
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<tr>
<td>Relevant knowledge / understanding – situational question</td>
<td>SQ*</td>
</tr>
<tr>
<td>- Able to describe appropriate techniques to develop mentor group relationship and mentor group activity to age group (essential)</td>
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<tr>
<td>Relevant and / or specific skills required</td>
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<td>- Ability to communicate effectively with people of all ages and backgrounds (essential)</td>
<td>AF*, AC</td>
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<td>- Ability to work as part of a team (essential)</td>
<td>AF*, AC</td>
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<td>- Excellent time management skills, being reliable and punctual (essential)</td>
<td>AC</td>
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<td>- Organised and the ability to multi-task (essential)</td>
<td>AC</td>
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<td>- Ability to be flexible and use own initiative when appropriate (essential)</td>
<td>AC</td>
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<tr>
<td>- Good presentation skills (essential)</td>
<td>AC</td>
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<td>Personal qualities and attributes</td>
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<td>- A positive attitude towards and enthusiasm for higher education and the opportunities it provides (essential)</td>
<td>AF*, AC</td>
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<td>- A clear passion and enthusiasm for the mentor job/role (essential)</td>
<td>AF* AC</td>
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<td>- Friendly and approachable (essential)</td>
<td>AC</td>
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**Form of Assessment**

AF – Application Form (* indicates that this is a criteria which will be used when shortlisting applicants for invitation to the assessment centre and therefore evidence of this MUST be included in your Personal Statement section).
SQ – Situational Question on Application Form (*indicates that this is a criteria which will be used when shortlisting applicants for invitation to the assessment centre and therefore evidence of this MUST be included in the Situational Question section).

AC – Assessment Centre

**Deadline for applications is 10am on Friday 10th March 2017.**

The online application form should be completed and submitted in plenty of time to meet this deadline. Please note that this application form cannot be partially completed, saved and returned to at a later date. ALL sections must be completed and submitted in one process.

Students whose online application is successful will be invited to attend a compulsory assessment centre on Thursday 23rd March from 1-4pm.