

## ROLE DESCRIPTION

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| Role       | Sessional Mentor   |
| Reports To | Head of Delivery   |
| Works With | Other Mentors, including school leads<br>Schools and other external partners |
| Salary     | £12.50 p/h   |
| Duration   | Fixed term and permanent roles available.                                    |
| Hours      | Various roles ranging from 3hrs - p/w  |

## MAIN PURPOSE AND SCOPE OF THE ROLE

- To mentor young people aged 7 – 19 years on a one-to-one basis, within Stratford upon Avon and South Warwickshire.
- To provide timely and relevant feedback to schools and partners within the bounds of mentor confidentiality.
- To liaise with the Head of Delivery on mentoring data and outcomes.

## SESSIONAL WORKER ROLES

- Lifespace engages Sessional Mentors, on a zero-hour basis, due to fluctuating demands of the business. This agreement records the terms on which a sessional, or casual, work relationship is entered into.
- You will agree with the Head of Delivery your planned deployment. This is likely to be 3+ hours per week, Term Time. The precise nature of the work you carry out may vary with each assignment, and you may be required to carry out other duties as necessary to meet business needs. You will be informed of the requirements at the start of each assignment.

## DUTIES AND KEY RESPONSIBILITIES

- To highlight availability for extra hours during term-time and school holidays/afterschool as opportunities arise.
- To attend a one-to-one supervision and a group supervision each term.
- To attend development training, including annual safeguarding training, three times per year.
- To work with the Head of Delivery to respond to mentoring requests from schools and other agencies so that we can start mentoring a child/young person within two weeks of referral or as agreed with the agency.
- To regularly update Deputy (the software we use to log mentoring and time

sheets) with relevant information about your hours and work with individual children and young people.

- To keep secure notes in accordance with Lifespace protocol and GDPR regulations.
- To collect information which enables us to assess the impact of our mentoring for each child or young person that we have worked with.

## GENERAL RESPONSIBILITIES

- To work collaboratively with the Head of Delivery, Designated Safeguarding Lead and mentoring team to deliver an effective mentoring service.
- To support service delivery that ensures the safeguarding of young people at all times with awareness of safeguarding process.
- To uphold the Lifespace Values:
  - **Inclusive** - We promise to treat people fairly and with respect.
  - **YOUth-led** - Young people are at the heart of everything we do.
  - **Trustworthy** - We create and nurture supportive, safe and non-judgmental spaces.
  - **Ambitious** - We do our very best for each young person we support and all young people in our community.
  - **Approachable** - We're open, warm and here for young people when they need us.
  - **Collaborative** - We choose to work in partnership with organisations that share our values so that we can make a bigger difference.

## ADDITIONAL INFORMATION

- You will be paid monthly.
- You will be required to attend mentor training before commencing delivery with young people.
- You will be entitled to holiday pay at 12.07%
- Access to and ability to drive is desired to the nature of our work but postholders using public transport may be considered.
- Flexibility in working locations.
- Most hours will be worked within the school day 8.50am to 4pm – many are slighter shorter.
- Travel and other reasonable expenses will be paid.
- An Enhanced DBS check is a requirement of the role.

*Updated April 2024*

## Person Specification

|   | Requirement   |
|---|---|
| <p><b>SKILLS AND ABILITIES</b></p> <p>Ability to provide supportive listening for children and young people.<br/>           Ability to provide mentoring support and signpost accordingly.<br/>           Ability to recognise safeguarding issues in line with Lifespace Safeguarding Policy and act accordingly.<br/>           Familiar with Office 365 and comfortable with arranging and holding meetings online.<br/>           Ability to communicate effectively both verbally and in writing to individuals and groups.</p>  | <p>Essential<br/>           Essential<br/>           Essential</p> <p>Essential</p> <p>Essential</p>                                  |
| <p><b>EXPERIENCE</b></p> <p>Experience of working with young people, specifically 7-18 years old.<br/>           Experience of mental health and emotional development of young people.<br/>           Experience of working with young people with additional needs.<br/>           Experience of supporting young people using a variety of channels e.g. video, text and phone.<br/>           Experience of delivering workshops/other group activities for young people.<br/>           Experience of liaising of working with schools/other agencies to achieve a positive outcome.</p> | <p>Essential<br/>           Essential<br/>           Desirable<br/>           Desirable</p> <p>Desirable<br/>           Desirable</p> |
| <p><b>KNOWLEDGE</b></p> <p>Willingness to attend Lifespace mentor training and other applicable training as required.<br/>           Knowledge of mentoring and coaching models applicable to children and young people.<br/>           Have previously undertaken Lifespace mentor training or hold a relevant qualification.</p>  | <p>Essential</p> <p>Desirable</p> <p>Desirable</p>  |
| <p><b>PERSONAL ATTRIBUTES/OTHER</b></p> <p>Able to deliver a mentoring service that demonstrates the Lifespace values: Inclusive, YOUth-led, Trustworthy, Ambitious, Approachable, Collaborative.<br/>           The ability to work with team members to develop and improve the service offer.<br/>           Enthusiasm for self-development and reflective practice, to improve the quality and impact of your mentoring.</p>   | <p>Essential</p> <p>Essential</p> <p>Essential</p>  |