

## Pathways Coordinator

### Job Description & Person Specification

School-based Pathways Coordinators (PCs) are our most important team members, but first and foremost are a part of their school team and community. Key aspects of the role are:

#### **Build effective relationships with the young people in scope**

- Working with Year 6s in feeder primary schools to ensure a comprehensive and smooth transition
- Facilitating weekly Group Work in Year 7 and Year 8
- Being a point of consistent and accessible support for young people
- Supporting mentor induction, training and development
- Matching young people with mentors
- Supporting mentored relationships
- Discussing and agreeing the cohort of young people in programme scope with School Links
- Working in close partnership with employers and widening access colleagues
- Tracking young person progress
- Reporting on programme impact
- Supporting Talent Taster (employment & further/higher education experiences) and regional events.

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

- Consistently support and actively engage mentors throughout the length of their mentoring relationships
- Working with regional team, Programme Manager and Mentor Services, help drive mentor recruitment to the targets needed for your school
- Co-deliver Core Mentor Training
- Promote use of the Mentor Hub, identify training materials and share best practice
- Continually feedback to mentoring services all mentor issues, improvement suggestions and perspectives on quality of matches

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

- Feedback on programme improvement strategies (regional or school specific) to MCR team
- Active participation in continuous improvement project teams when formed across the region and/or when the need is identified
- Active participation in the MCR PC Forums and peer support networks

## Person Specification

	Essential	Desirable
<b>Skills &amp; Experience</b>	<p>Experience of working with young people</p> <p>Competent digital literacy including MS word &amp; excel, social media and other digital platforms</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> <p>Role model for Motivation, Commitment &amp; Resilience.</p>	
<b>Qualifications</b>	English & Maths GCSE grade C+ (or equivalent)	Diploma level or above in relevant subject