



### 1. JOB IDENTITY

<b>Post Title:</b>	MCR Pathways Co-ordinator	<b>Service:</b>	Education & Children's Services
<b>Section:</b>	Education	<b>Grade:</b>	Admin G
<b>Reports to:</b>	Depute Head Teacher		

### 2. JOB PURPOSE

- MCR Pathways is an organisation that supports young people in or on the edges of the care systems, or those identified by their school as someone who would benefit from the support of a mentor. The school-based MCR Pathways Co-ordinator will build partnerships between young people and their mentor, parents and carers, the school, and education authority, and ensure the MCR talent-based mentoring programme becomes 'business as usual' across Scotland.

There is a responsibility for the post holder to demonstrate a commitment to quality service delivery through continuous improvement for the benefit of the Service and the organisation

### 3. CORE RESPONSIBILITIES / DUTIES

- Promote equality of education outcomes, career opportunities, and life chances for care experienced and disadvantaged young people.
- Establish and maintain positive relationships with specific young people from S1-S6, and particularly through the transition from primary to secondary.
- Work closely with identified young people, mentors, and key school-based colleagues to ensure the success of the programme through positive educational outcomes for targeted young people.
- Facilitate the mentor matching service between young people and their mentor and continually evaluate progress.
- Encourage and organise young people to engage in opportunities and experiences on offer.
- Provide basic first-response support and signposting young people and their mentors to access appropriate business, FE and HE opportunities, including work placements.
- Lead and manage the recruitment of mentors.
- Deliver training to mentors.
- Work with all appropriate agencies and service providers to track outcomes for young people.
- Gather and analyse data via SEEMIS, CareFirst, and MCR databases.
- Gather evidence from all stakeholders, including young people and mentors, to evaluate the impact of service and contribute to marketing materials.

### 4. QUALIFICATIONS AND TRAINING

- Essential:**
- HNC level or above in relevant subject
- Desirable:**
- Qualification/experience in counselling

## 5. EXPERIENCE

- Essential:**
- Experience of working with young people
  - Experience or a knowledge of processes to document and evidence good practice and positive outcomes
  - Experience of mentoring/coaching others
  - Experience of working with care-experienced or vulnerable young people
- Desirable:**
- Experience of facilitating group sessions with young people and/or delivering training/information sessions to adults
  - Experience of managing and/or positively supporting volunteers
  - Knowledge and understanding of CfE and GIRFEC

## 6. KNOWLEDGE AND SKILLS

- Essential:**
- Awareness and understanding of the principles of safeguarding and child protection duties
  - An understanding of the challenges and barriers that care-experienced and/or vulnerable young people may experience
  - Developed communication skills, including the ability to work with groups of people and individuals from a range of backgrounds
  - Ability to present programme information and deliver prepared training sessions to groups
  - Exceptional ability to build meaningful relationships with young people aged 11-18 years, education colleagues, volunteer mentors and local employers
  - Ability to prioritise workload, work well on own initiative, as part of a team and on a flexible basis in response to young person and organisational need
  - Competent digital literacy including MS Word and Excel, social media and other digital platforms
  - Knowledge of using Google Drive, and of creating/using spreadsheets

## 7. ADDITIONAL REQUIREMENTS

Driving Compliance	Not applicable to this post
Politically Restricted	Not applicable to this post