



Pathways Coordinator

Job Description

Job Title: Pathways Coordinator

Team: Schools

Location/Region: Highlands

Contract: 2 years fixed term contract

Hours: 28 hours per week worked over 4 or 5 days (0.75FTE)

Grade: £24,600 pro-rata

Manager: Programme Manager

Line Management Responsibility: N/A

Role Profile

The Pathways Coordinator works directly in a school building relationships with our young people in preparation for matching them with a volunteer mentor. You will be focussing on getting to know young people through transition work with your primary school and by delivering an exciting group work programme to S1 and S2 young people to build their capacity for getting the most out of mentoring. From S3 to S6 you will use your knowledge of your young people to match them with a mentor and you will support both to build that relationship. You'll be there to provide young people with personalised support, information, advice and guidance. You'll ensure a strong focus on working with the right groups of young people and the achievement of performance targets for all stages of the programme. You will also be supporting mentors joining your programme through effective inductions, training and a structured programme of Coffee Conversations.

Job Description

Programme delivery

- Establish and grow exceptional relationships with school staff and other relevant partners that support the delivery in the schools.
- Build exceptional individual relationships with all MCR young people in school, especially during primary school transitions and in S1 and S2 through delivery of MCR introductory and group work programmes.
- Prepare schemes of work, lesson plans and associated materials taking into account the needs of young people on programme, and the need to promote English and maths, health and safety, equality and diversity, safeguarding and Prevent. Develop resources and learning materials to support the group work.
- Deliver good or outstanding group work, using innovative methods including e-learning and taking into account the needs of individual young people and supporting them to achieve their goals. Plan for personalised learning, and to adjust strategies to deal with individual young people's needs.

- Actively support all young people in S3 to S6 to work towards rapidly securing a mentored relationship. Encourage and support their full participation and to get the maximum benefits from mentoring once matched.
- Conduct regular progress and impact reviews with all young people on the programme and provide support and challenge to stay on track.
- Continue to keep in touch and, where appropriate, support young people in scope who don't yet participate and/or are disengaged or declined.
- Where directed, to act as a personal tutor or pastoral support to individuals or groups of young people in school
- Devise a clear plan for the delivery of a robust Talent Taster programme of employer or other learning or work experiences for your young people. Establish and grow strong regional partnerships with DYW, SDS and other organisations, to support the development and delivery of these experiences.
- Devise a clear plan for the delivery of P7 transitions work to support future young people's pipelines.
- Ensure the young people benefit from all other aspects of the MCR model including setting, experiencing and following their education/employment pathways, the Ambassador programme, wellbeing and end of year surveys and other relevant 3rd party experiences that are on offer. To actively promote appropriate further learning and support opportunities for young people's progression.
- To maintain programme and quality assurance records including data on Pathfinder, and any other documentation as directed. To complete all data requirements required for the funding of the young people's programmes including those associated with group work, mentoring, outcome measurement and destination tracking.
- To contribute to identifying and nominating young people for the awards ceremonies and provide case studies and good news stories to aid the celebration of young people's achievement.

Mentor recruitment, training, engagement and support

- Consistently support and actively engage mentors throughout the length of their mentoring relationships.
- Working with the regional team, Programme Manager and Mentor Services, help drive mentor recruitment to the targets needed for your school.
- Deliver effective mentor inductions, and deliver Core Mentor Training in your school or local area.
- Promote use of the Mentor Hub, timely recording of mentor sessions and booking of mentoring appointments, identify training needs and sharing best practice.
- Participate in and lead structured coffee conversations with mentors in school, to support and develop their practice, aid matching / rematching, and encourage their continued involvement with the programme.
- Continually feedback to mentoring services all mentor issues, improvement suggestions and perspectives on quality of matches

MCR programme development, impact & continuous improvement

- Feedback 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.

- To prepare for internal and external quality assurance activities, with attendance at training and support meetings as directed.
- Take a proactive approach to securing the delivery of key performance targets and any other measures associated with the funding as directed from time to time.
- To attend team meetings and other appropriate meetings as required. Attend training and collaborative sessions with partners as directed
- Write reports on performance or contribute to performance reports as directed.
- To be responsive to the Programme Manager and directions given for quality or programme improvement.

General

- Deputise for absences of other Pathways Coordinators as required.
- In order to maintain a professional atmosphere, a smart dress code is required and you must wear a name badge at all times.
- To ensure the maintenance of safe working practices and environments for all staff and young people in accordance with the policies of MCR and relevant legislation.
- To be committed to equal opportunities and to comply with MCR's diversity and equality policies. To be committed to safeguarding young people and follow policies, practices and procedures in relation to protecting children and young people.
- To be committed to professional self-development making full use of training and development opportunities identified through appraisal. To ensure job knowledge is updated by participating in educational opportunities, reading publications, attending team meetings and participating in and maintaining professional networks.
- There will be a requirement for unsupervised contact with children / young people in this post whether through teaching, advice and guidance, general or technical support.

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
Skills & Experience	<p>Experience of working with young people</p> <p>Competent digital literacy including MS word & 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>
Abilities	<p>Ability to present programme information & 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 & organisational need</p>	
Attitude & values	<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 & Resilience.</p>	
Qualifications		National 5+ (or equivalent) Maths and English and/or HNC level or above in relevant subject