

MCR Pathways Programme Coordinator

Job Advert, Job Description & Person Specification

Are you searching for a position with purpose? A role to make a real difference? Where your time can be transformational? Join the staff at **Ash Manor School** to facilitate and deliver the MCR Pathways Mentoring Programme. MCR Pathways is an award-winning charity dedicated to ensuring the country's most vulnerable young people are defined by their talent and never their circumstances. In each of our partner schools we have an MCR Pathways Programme Coordinator who works alongside staff and young people to facilitate the delivery of our mentoring programme. Our in-school mentoring has profound impacts on young people in their confidence, wellbeing and post-school progression. MCR Mentors make and experience a life changing difference and our Pathways Coordinators make this possible.

At MCR Pathways, our driving force is simple – that young people who are in, or on the edges of the care system and continuous instability at home, will have the same educational outcomes, career opportunities and life chances as any other young person.

We have had a transformational impact in schools and local authorities across Scotland and the South East of England and are delighted to continue our programme based at **Ash Manor School**. In this role, you will be an integral part of the school community, liaising with education colleagues and external stakeholders, and delivering the programme to young people.

Key responsibilities will be:

- Helping build exceptional individual relationships with young people across Yrs 7 to Yr 11
- Delivering Y7 & Y8 group mentoring over a 20 week period for up to 30 young people
- Facilitating up to 50 mentored relationships with young people across Yrs 9 to Yr 11
- Helping to support mentor recruitment with our Partnerships and Mentor Services Teams.
- Consistently supporting, actively engaging and motivating mentors from training through the length of their engagement with the programme.
- Actively support MCR young people to: identify their talent; build their self-confidence; develop their aspiration and fulfil their potential.
- Collate evidence of young people's progression quantitative data and qualitative evidence such as young people's voice and case studies.

As a member of school staff, you will be required to:

- Follow and promote all school policies with young people, parents and carers.
- Follow the staff code of conduct
- Report any safeguarding concerns to the school's DSL

Contract: Permanent

Hours: 36 hours per week 08:00 – 16:00. 41 weeks - term time plus two weeks

Salary: Surrey Pay Scale PS5 £26,777 to £28,686 FTE (£24,217 - £25,944 pro rata)

Closing Date: Monday 8th September 2025 at 9am.

A Support Staff application form can be found here <https://www.ashmanorschool.com/Vacancies/>
Please note we do not accept CV's.

Job Description

Build effective relationships with the young people in scope

- Build exceptional individual relationships with all MCR young people, especially during primary school transitions and in Years 7 and 8 through delivery of MCR Pathways' group mentoring.
- Actively match and support all young people in Years 9 upwards to participate and to get the maximum benefits from their mentoring relationships.
- Ensure the young people benefit from all other aspects of the MCR Pathways' model including enrichment opportunities offered by key stakeholders and funders.
- Capture relevant data to help develop impact and participation and engagement reports.
- Produce case studies and good news stories utilising quantitative outcomes and qualitative feedback (with young person voice at the heart) to evidence progression, programme impact and best practice.
- Continue to keep in touch and, where appropriate, support young people in scope who don't yet participate and/or are disengaged

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
Skills & Experience	Experience of working with young people Competent digital literacy including Google Suite, MS Word & Excel, social media and other digital platforms Experience or a knowledge of processes to document and evidence good practice and positive outcomes Awareness and understanding of the principles of safeguarding and child protection duties	Experience of working with care-experienced or vulnerable young people Experience of working in secondary schools Knowledge of using Google Drive, and of creating/using spreadsheets Experience of facilitating group sessions with young people and/or delivering training/information sessions to adults Experience of managing and/or positively supporting volunteers
Abilities	Ability to present programme information & 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 work well on own initiative, as part of a team and on a flexible basis in response to young person & organisational need	
Attitude & values	Child-centric approach with the young person consistently at the heart of professional values and practice Positive, solution-focused attitude Non-judgemental approach Role model for Motivation, Commitment & Resilience.	An understanding of the challenges and barriers that care-experienced and/or vulnerable young people may experience
Qualifications	At least five A*-C/9-5 GCSEs, including English and Maths.	Diploma level or above in relevant subject