



## **JOB DESCRIPTION**

**Post title: MCR Pathway Coordinator**

**Academy: Excelsior Academy, Denton Road, Newcastle NE15 6AF**

**Reporting to: Vice Principal- Pastoral**

**Salary/pay range: NJC Scale 5 points 12 -17**

**Hours of work: 37 hours per week, Monday to Friday, Term time + 4 weeks**

**Contract: Permanent**

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### **Job purpose**

In this integral role, you'll be a vital part of the school community, collaborating closely with education colleagues, the MCR central team, and external stakeholders. You'll be responsible for delivering our proven in-school mentoring programme, which has profound impacts on young people's confidence, wellbeing, and post-school progression. Our MCR Volunteer Mentors make a life-changing difference, and our Programme Coordinators help make this possible.

In this role, you'll be instrumental in building exceptional relationships with young people from Year 7 to Year 13. Your responsibilities will include delivering a 20-week group mentoring programme for up to 30 students in Years 7 and 8, and facilitating up to 50 individual mentored relationships for young people in Years 9 to 13. A crucial aspect of your work will be to support and empower volunteer mentors; this involves assisting with recruitment and training alongside the Partnerships and Mentor Services Teams, and actively engaging and motivating mentors from their initial training throughout their involvement to ensure quality assurance and promote best practices. Ultimately, you'll be dedicated to supporting MCR young people in building self-confidence, developing aspirations, and fulfilling their potential with their mentors by their side, and you'll also collate evidence of their progression through both quantitative data and qualitative insights like young people's voices and case studies.

### **Main duties and responsibilities**

Build effective relationships with the young people in scope

- Build exceptional relationships with all MCR young people in Years 7 and 8 through delivery of MCR Pathways' group mentoring.
- Delivering Y7 & Y8 group mentoring over a 20 week period for up to 30 young people.
- Match young people Y9 and above with suitable volunteer mentors, support the young people to engage with the programme and work with them to ensure they get maximum benefits from their mentoring relationship.
- 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 who are disengaged from the programme/ school.

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

- Consistently support and actively engage mentors throughout their mentoring relationships, fostering strong connections that encourage them to continue.
- Work to re-match existing mentors in your school once their current relationship concludes.
- 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, both online and in your school.
- Promote use of the Mentor Hub, identify training materials and support mentors if they are struggling to access the resources.

#### **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 Meetings and Forums and peer support networks

#### **Additional Information:**

- Participation in MCR training days and in-person operational meetings is a requirement of this role. These sessions are crucial for maintaining alignment and operational efficiency.

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#### **Other duties:**

- Carry out any other duties in accordance with the expectations of a MCR Pathway Coordinator at the reasonable request of the reporting to the headteacher
- Ensure that the area of work complies with legislation relating to health and safety, and observe and implement specific responsibilities in relation to these matters as detailed within the Trust's policy.
- Provide support in an emergency or evacuation situation, in a calm professional manner. Actively provide information to any emergency service when requested to do so.
- Be aware and familiar with policies and other guidance on the safeguarding and promotion of wellbeing of children and young people. Take appropriate action in accordance with policies and Keeping Children Safe in Education where required.
- As a member of the school staff, you are required to follow and promote all school policies with young people, their parents, and carers, ensuring a consistent and supportive environment for everyone. You must also adhere to the staff code of conduct, upholding the professional standards and values expected within the school community. A critical part of your role involves safeguarding; therefore, you are responsible for reporting any safeguarding concerns immediately to the school's Designated Safeguarding Lead to ensure the well-being and safety of all students.