WARWICK SUTTON SCHOLARS JOB DESCRIPTION

POST TITLE: Warwick Sutton Scholars Mentor

DEPARTMENT: Student Recruitment, Outreach and Admissions Service

SALARY: £8.83 per hour (inclusive of holiday pay).

COMMITMENT: Short listed candidates will be required to attend a compulsory assessment centre on Thursday 17 November 2016 5pm – 7pm

And will be required to undertake compulsory training on:

- Saturday 3 December 2016
- Tuesday 6 December 6pm – 8pm

We are recruiting for two cohorts of mentors, you must be able to commit to all dates in either cohort 2 or cohort 3. The dates differ for each, and the time commitments are:

- **Cohort 2**
  - Saturday 10 December 2016
  - Saturday 14 January 2017
  - Saturday 18 February 2017
  - Saturday 11 March 2017
  - Three day, two night residential, Tuesday 11 April – Thursday 13 April 2017

- **Cohort 3**
  - Saturday 7 January 2017
  - Saturday 11 February 2017
  - Saturday 18 March 2017
  - Saturday 29 April 2017
  - Saturday 13 May 2017
  - Saturday 17 June 2017

**CLOSING DATE:** Please complete the online application form, indicating your preference to be a Warwick Sutton Scholar mentor by **Wednesday 26 October 2016**

**ABOUT WARWICK SUTTON SCHOLARS**

The Warwick Sutton Scholars programme is a two year programme for young people starting in Year 8 (aged 12-13) who are highly able from schools across the West Midlands. The programme is ran in partnership with the Sutton Trust and recruits between 80-90 students per cohort. The programme is designed to stretch and challenge students academically and inspire them to consider university in the future.

We require a team of dedicated, proactive mentors to work with students throughout their time on the programme…

**JOB ROLE:**

- To provide consistent, constructive support, information and guidance to a group of up to eight mentees in Year 8 or 9 (aged 12 – 14)
- To establish a rapport with your group of mentees and the wider group of students and staff
- To focus on the whole group of mentees, not one or more willing participants
- To be responsible for providing constructive and supportive written and verbal feedback on homework submitted by your mentees. (Approximately one homework topic set per month).
- Assisting the Programme Manager with some aspects of event management and delivery
- To ensure you are encouraging and building positive relationships with parents and carers
- To be a role model for students and contribute to raising the confidence, self-esteem and aspirations of mentees.

RESPONSIBILITIES OF A WARWICK SUTTON SCHOLAR MENTOR:
- Mentors will need to have successfully completed a mandatory Selection Event.
- Mentors will need to complete two compulsory training sessions.
- Mentors will be required to undertake an enhanced DBS disclosure
- Support 5-6 sessions on campus during a six month period, where applicable support the Easter Residential event
- To adhere to child protection guidelines as set out in training and assessment sessions
- To act in a professional and safe manner whilst on campus in accordance with the code of conduct set out in the training and assessment sessions

PERSON SPECIFICATION
The Person Specification focuses on the knowledge, skills, experience and qualifications required to undertake the role effectively.

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<tr>
<th>REQUIREMENTS</th>
<th>ESSENTIAL (E) or DESIRABLE (D) REQUIREMENTS</th>
<th>MEASURED BY:</th>
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<tr>
<td>The postholder must be able to demonstrate:</td>
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<td>Be a current student at the University of Warwick, eligible to work in the UK.</td>
<td>E</td>
<td>A</td>
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<td>Excellent oral and written communication skills</td>
<td>E</td>
<td>A,B</td>
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<td>An awareness of issues relating to progression facing young people from groups currently under-represented in higher education</td>
<td>D</td>
<td>A,B</td>
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<td>An enthusiasm for higher education and the ability to explain the benefits of higher education to a small group of young people</td>
<td>E</td>
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<td>Evidence of team working skills and taking initiative</td>
<td>E</td>
<td>A, B</td>
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<td>Excellent interpersonal skills</td>
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<td>A,B</td>
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<td>Experience of working with young people, or mentoring</td>
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<td>Availability to attend the training sessions, work at the dates listed for the events for one of the cohorts</td>
<td>E</td>
<td>A, B</td>
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Disclosure and Barring Service
Please note: if your application is successful you will be required to complete an application for an enhanced disclosure from the Disclosure and Barring Service as this role involves working with young people under the age of 18. The cost of this will be met by the Outreach and Widening Participation Team.