

JOB DESCRIPTION

POST TITLE:	MCR PATHWAYS PROGRAMME COORDINATOR
LOCATION/BASED:	JESMOND PARK ACADEMY
GRADE:	N4 (TBC) - estimated subject to job evaluation
RESPONSIBLE TO:	Deputy Principal
CORE PURPOSE:	To set up the MCR mentoring programme from its beginnings at Jesmond Park Academy and to be the MCR student champion in Jesmond Park Academy.

MAIN DUTIES & KEY RESPONSIBILITIES

1. 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 work.
2. Actively support all young people in Years 9 upwards to participate and to get the maximum benefits from their mentoring relationships.
3. Ensure the young people benefit from all other aspects of the MCR Pathways' model including enrichment opportunities offered by key stakeholders and funders.
4. 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.
5. Continue to keep in touch and, where appropriate, support young people in scope who don't yet participate and/or are disengaged.
6. Consistently support and actively engage mentors throughout the length of their mentoring relationships.
7. Working with regional team, Programme Manager and Mentor Services, help drive mentor recruitment to the targets needed for your school.
8. Co-deliver Core Mentor Training.
9. Promote use of the Mentor Hub, identify training materials and share best practice.

10. Continually feedback to mentoring services all mentor issues, improvement suggestions and perspectives on quality of matches.
11. Feedback on programme improvement strategies (regional or school specific) to MCR team.
12. Active participation in continuous improvement project teams when formed across the region and/or when the need is identified.
13. Active participation in the MCR PC Forums and peer support networks.
14. To support students with their pastoral needs focusing on their wellbeing and behaviour.
15. To manage student behaviour problems or emergencies, in the absence of their Head of Year, according to the academy's policies and procedures.
16. To deal with any immediate problems or emergencies, in the absence of the teacher, according to the academy's policies and procedures.
17. To use ICT effectively to support learning activities and develop students' competence and independence in its use.
18. To liaise sensitively and effectively with parents/carers as agreed with staff.
19. To respond to student individual needs and promote the inclusion and acceptance of all students in the classroom and the school.
20. To undertake planned supervision of students' out of academy learning activities and supervise students on visits and trips.
21. To promote and implement the academy's equal opportunities policies in all aspects of employment and service delivery.
22. To establish constructive relationships and communicate with other agencies/professionals to support achievement and progress of students.
23. During designated time to act as a first point of contact for all student related matters arising.
24. Manage a caseload of challenging students.
25. Link with other professionals, in school, such as the AWO and Pastoral teams and outside of the school, such as social care colleagues.
26. Contribute to the management of attendance, punctuality, behaviour and exclusion practices for the target group students.
27. Contribute to the development of the guidance programme around the MCR programme.
28. Contribute to the assembly programme in the context of MCR Pathways Promotion and education to the cohort.

29. To support and contribute to the training of colleagues as the Pastoral Team grows.

GENERAL RESPONSIBILITIES

1. To promote and safeguard the welfare of children and young people you come into contact with.
2. Demonstrate the vision and values of the Trust in everyday work and practice.
3. Maintain a positive view of change and be prepared to adapt the role as the Trust grows, matures and evolves.
4. To develop and maintain effective relationships with staff, pupils, parents, Trustees, local Governors, local businesses, and stakeholders.
5. Attend out of hours events as reasonably required.
6. Take responsibility for your own continuing professional development.
7. Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
8. Carry out duties in line with the Trust's Policy on Equality and Diversity and be sensitive and caring to the needs of others, promoting a positive approach to a harmonious working environment.

OTHER

The above duties are not exhaustive and you may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to you by the Trust.

It's important that this document is kept up to date, so that everyone knows exactly what is expected of them and misunderstandings are avoided. This job description will be kept under review and may be amended via consultation with the individual and Trust as required.

PERSON SPECIFICATION

POST TITLE: MCR Pathways Programme Co-ordinator

SKILLS, KNOWLEDGE AND APTITUDES	ESSENTIAL	DESIRABLE
Competent digital literacy including Office 365, MS Word & Excel, and other digital platforms	✓	
Awareness and understanding of the principles of safeguarding and child protection duties	✓	
Ability to present programme information & deliver prepared training sessions to groups	✓	
Exceptional ability to build meaningful relationships with young people aged 11-16 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	✓	
An understanding of the challenges and barriers that care-experienced and/or vulnerable young people may experience		✓
QUALIFICATIONS AND TRAINING	ESSENTIAL	DESIRABLE
At least five A*-C/9-5 GCSEs, including English and Maths	✓	
Nationally recognised qualification in education or social care		✓
EXPERIENCE	ESSENTIAL	DESIRABLE
Experience of working with young people	✓	
Experience or a knowledge of processes to document and evidence good practice and positive outcomes	✓	
Experience of working with care-experienced or vulnerable young people		✓
Experience of working in secondary schools		✓
Experience of facilitating group sessions with young people and/or delivering training/information sessions to adults		✓
Experience of managing and/or positively supporting volunteers		✓
PERSONAL QUALITIES	ESSENTIAL	DESIRABLE
Ability to display an understanding of social/welfare issues as they affect children, families and schools.	✓	
Ability to work on your own initiative within whole school protocols/procedures	✓	
Child-centric approach with the young person consistently at the heart of professional values and practice	✓	
Positive, solution-focused attitude	✓	
Non-judgmental approach	✓	
Role model for motivation, commitment & resilience	✓	
A commitment to child protection and safeguarding.	✓	
SPECIAL REQUIREMENTS	ESSENTIAL	DESIRABLE

Willing and able to travel to academies across the Trust and to flex working hours to attend and support meetings and events that are appropriate to the role.	✓	
Willingness to undertake further training (if necessary)	✓	
Satisfactory Enhanced DBS clearance with a Childrens Barred List check.	✓	
Medical clearance.	✓	
Minimum of 2 references which are satisfactory to the Trust.	✓	
Evidence of qualification certificates.	✓	
Evidence of right to work in the UK.	✓	
Full UK driving licence and access to a car during working hours.		✓

The Trust is committed to safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. The Trust is committed to safeguarding and promoting the welfare of children and young people and it expects staff and volunteers to share this commitment.