



## Best Foot Forward Personal Growth and Wellbeing Mentor Job Description (September 2024)

Purpose of the job:	<ul style="list-style-type: none"> <li>To deliver one-to-one mentoring support to students.</li> <li>To deliver academic-based sessions to students where appropriate.</li> <li>To contribute to daily reports in order to record the progress of the students you are working with.</li> <li>To contribute to the overall SEL curriculum and work collaboratively with other mentors in order to best support our students.</li> <li>Complete regular CPD and staff training so as to keep up to date with the most recent developments in Education and Safeguarding Policy.</li> </ul>
The Personal Growth and Wellbeing Mentor normally reports to the Company Directors.	

### **Main Duties and Responsibilities:**

1.	To plan, prepare and deliver sessions to students on a one-to-one (occasionally two-to-one) basis in line with agreed objectives as stipulated in the student's proposal.
2.	To complete daily reports and record the students' progress in line with the agreed objectives as stipulated in the student's proposal.
3.	To give specialist information, advice and support to learners as part of mentoring duties, including providing young people with advice on progression, either within Best Foot Forward or a future setting.
4.	To mark student attendance accurately within 15 minutes of the start of each session and report any reasons for any non-attendance.
5.	To
6.	To attend and contribute to online training throughout the academic year and attend and contribute to in-person staff training days.
7.	To complete all induction training prior to commencing sessions with students.
8.	To plan, prepare and deliver mentoring sessions in a range of areas including (but not exclusively) Social & Emotional Literacy, Personal Development, motivational coaching, pathways guidance and preparation for adulthood.
9.	To source appropriate settings in which to deliver mentoring sessions where work in the home is not a viable option.
10.	To ensure continuing professional/curriculum development and to participate in training where appropriate, keeping up to date with your own development as well as national and local developments in SEL and safeguarding.
11.	To report all safeguarding concerns to the DSL and ensure that these concerns are logged using the online safeguarding platform, MyConcern.
12.	To maintain diligence in terms of the conduct of other professionals working with vulnerable young people and report any low-level concerns using the online safeguarding platform, Confide.

***VARIATION CLAUSE** This is a description of the job, as it is constituted at the date shown. It is the practice of Best Foot Forward periodically to examine job descriptions, update them and ensure that they relate to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the appropriate Manager in consultation with the postholder.*



## Best Foot Forward Personal Growth and Wellbeing Mentor Person Specification

- Relevant personal or professional experience that allows you to evidence the skills and competencies required to be a successful Personal Growth and Wellbeing Mentor.
- A sound working knowledge of policies and procedures relating to safeguarding young people in education.
- Experience of working one-to-one with young people in an appropriate field.
- Experience of delivering mentoring interventions to young people in order to support their Social & Emotional Literacy, Personal Development, motivational coaching, pathways guidance and preparation for adulthood.
- An understanding of the principles underpinning mentoring young people, i.e. planning, delivery, and evaluation of methods.
- The ability to write professional reports so as to evidence progress against objectives.
- An awareness of different mentoring strategies and methods suitable for mentoring to a diverse range of needs (with particular emphasis on SEN).
- Effective oral and written communication, numeracy and interpersonal qualifications & skills to communicate effectively with colleagues, parents/carers and students alike.
- The ability to collaborate with colleagues in a remote environment in order to achieve the best possible outcomes for students.
- A proven ability to identify barriers to personal development and demonstrate how to overcome them.
- A proven record of forming and maintaining good relationships with young people and parents/carers.
- Excellent people skills – motivating, nurturing, and challenging students to achieve their best.
- Calm, supportive and caring with high levels of energy and enthusiasm.
- A commitment and ability to comply with Equality & Diversity, Health & Safety policies, etc