

Best Foot Forward Personal Growth and Wellbeing Mentor Job Description (September 2025)

Purpose of the job:	<ul style="list-style-type: none"> • Deliver 1:1 mentoring support (occasionally 2:1). • Complete daily reports to record progress. • Contribute to the wider SEL curriculum and collaborate with other mentor. • Maintain ongoing CPD/training, including education and safeguarding updates.
The Personal Growth and Wellbeing Mentor normally reports to the Company CEOs.	

Key Responsibilities	
Mentoring and Wellbeing Support	
	Plan, prepare, and deliver structured mentoring sessions aligned with agreed outcomes and student proposals.
	Deliver mentoring interventions across a range of areas, including:
	Social and Emotional Literacy (SEL)
	Personal development and self-awareness
	Confidence, resilience, and self-esteem
	Motivation, engagement, and goal-setting
	Pathways guidance and preparation for adulthood
	Build positive, trusting, and professional relationships with young people to support engagement and progress.
	Act as a consistent and supportive adult, modelling positive behaviours and emotional regulation.
	Identify barriers to personal development and work proactively with students to overcome them.
Academic and Engagement Support	
	Deliver academic-based or learning-support sessions where appropriate and agreed.
	Support students to re-engage with learning through structured routines, encouragement, and positive reinforcement.
	Promote effective study habits, organisation, and independent learning skills.
Planning, Reporting, and Administration	
	Complete daily session reports accurately and promptly, evidencing progress and engagement.
	Record attendance within 15 minutes of each session and log reasons for non-attendance.
	Maintain clear, professional written records that can be shared with schools, local authorities, and internal teams.
	Contribute to reviews, reports, and planning meetings when required.
Safeguarding and Professional Practice	
	Maintain up-to-date knowledge of safeguarding legislation, guidance, and best practice.
	Record safeguarding concerns promptly and accurately using CPOMS.
	Report low-level concerns via Staff Safe in line with company policy.
	Follow all safeguarding, health and safety, and data protection policies.
Collaboration and Curriculum Contribution	
	Work collaboratively with other mentors and tutors to support students holistically.
	Contribute to the development and delivery of the wider Social and Emotional Learning (SEL) curriculum.

•	Share best practice, resources, and strategies with colleagues in a remote working environment.
•	Communicate professionally and effectively with parents/carers, schools, and other professionals as required.
Training and Development	
•	Complete all required induction and onboarding training before commencing delivery.
•	Engage in regular CPD to remain up to date with developments in education, mentoring practice, SEL, and safeguarding.
•	Reflect on practice and actively seek opportunities for professional growth.
Practical Considerations	
•	Deliver sessions in a range of settings, including students' homes, community venues, or online.
•	Where home delivery is not appropriate, source and utilise suitable alternative settings.
•	Maintain professional boundaries and uphold the values and reputation of Best Foot Forward at all times

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

Essential Criteria

- Relevant personal or professional experience demonstrating the skills required to be an effective Personal Growth and Wellbeing Mentor.
- Experience of working one-to-one with children or young people in an appropriate setting.
- Experience of delivering mentoring interventions to support social and emotional literacy, personal development, motivation, pathways guidance, or preparation for adulthood.
- A sound working knowledge of safeguarding policies and procedures in an educational or youth context.
- Strong understanding of mentoring principles, including planning, delivery, and evaluation.
- Ability to write clear, professional reports evidencing progress against objectives.
- Strong interpersonal and communication skills, both written and verbal.
- Ability to work independently while collaborating effectively within a remote team.

Desirable Criteria

- Experience working with young people with SEND or SEMH needs.
- Experience working with vulnerable learners, including those known to local authorities.
- Familiarity with trauma-informed or restorative approaches.
- Experience supporting learners with anxiety-based school avoidance or disengagement.

Values and Expectations

Personal Growth and Wellbeing Mentors at Best Foot Forward are expected to:

- Place the wellbeing and needs of the young person at the centre of all practice.
- Demonstrate empathy, patience, and consistency.
- Be flexible, proactive, and solution-focused.
- Maintain high professional standards and accountability.
- Commit fully to safeguarding and promoting the welfare of children and young people.

Safer Recruitment

Best Foot Forward is committed to safeguarding and promoting the welfare of children and young people. All appointments are subject to enhanced DBS checks, references, and compliance with safer recruitment requirements.