

# SCHOOL MENTOR ROLE DESCRIPTION

<b>Role</b>	Volunteer
<b>Commitment</b>	2 to 5 hours weekly for minimum of 8 weeks (starts January)
<b>Location</b>	You will be matched to one school located in Cheshire or the Wirral
<b>Responsible to</b>	University Co-ordinator & School Coordinator

## The Aim

The main role of a mentor is to support youth to overcome any barriers that are preventing them from reaching their full potential. Mentors help raise academic performance, awareness of Higher Education, develop study skills, self-esteem, motivation, confidence and persistence.

## What do you do?

Mentors meet with their mentees at school on a weekly basis either 1:1 or in a group session. Mentors are expected to be committed, reliable and punctual; keep notes about their mentee sessions; and communicate regularly with the school and university. Mentors will be expected to communicate the positive aspects of learning and study to young people.

- In **primary schools** Mentors aim to improve reading ages and basic understanding of maths, and prepare students for the transition into secondary education.
- In **secondary schools** they offer practical, unbiased, friendly advice, help with organisational skills and time management, support with revision skills, goal setting, and help explore their post GCSE options.

## How do you do it?

Mentors must undergo a Disclosure and Barring Service (DBS) check and a rigorous recruitment and training process to ensure that they are able to meet the demands of mentoring.

## What's in it for you?

- Gain valuable experience in a School or College supporting young people;
- Boost your CV and increase your employability;
- Receive quality training and support;
- Build hours towards UCV Volunteering Awards
- School Mentoring contributes to The Chester Difference Award.

## Expenses

- Travel on public transport can be reimbursed with a receipt and Student Claim Form if submitted within 3 months.
- Use of a car is at the mentor's own risk and it is the mentor's responsibility to ensure that insurance cover is appropriate. Mileage allowance is 10 pence per mile.
- No taxi receipts will be reimbursed unless cleared by the University Co-ordinator in advance.

## What makes a great School Mentor?

### Skills and aptitude

- Listening and communication skills with a range of people
- Ability to plan and time management
- Ability to enthuse and motivate young people
- Ability to gain a young person's trust and help them build their confidence and self-esteem
- Be able to draw usefully on strengths gained from past life experiences.

### Attitude and approach

- Reliable
- Positive
- Enthusiastic
- Non-judgemental
- Good sense of humour
- Committed to equal opportunities, child protection and good practice .

### Experience

- No formal experience is required, but an understanding of the issues facing youth in today's educational setting
- Volunteer/ work experience in a primary or secondary school
- Volunteer/ work experience with youth.

### Knowledge

- An understanding of primary and secondary school curriculum
- An understanding of Higher Education opportunities and courses.

### Other

- Be willing to attend School Mentor training and events
- Communicate regularly with the university and school
- Complete Mentor evaluation forms and administer evaluation forms to Mentees.

## Save the dates!

Please keep in mind these events and tasks:

Date 2018/19	Event
October	Interview Applicants
Development Week	Training Day
November	Receive DBS and Reference Checks
November/December	Initial school visits/Submit initial Mentee Evaluations
January – April	Mentoring Placement
April/May	Submit Mentor and Mentee Evaluations/Mentoring project ends

**Contact us if you are a student interested in becoming a School Mentor**

**E-mail us: [volunteering@chester.ac.uk](mailto:volunteering@chester.ac.uk)**

**Call us: 01244 511550 • Visit us: Binks 005**



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