

PROGRESS MENTOR – Active Industries

Location: Milton Keynes

Hours: 30 hours per week / 36 weeks per year (Term Time Only)

Contract: Fixed Term Contract until 31/07/2022

Flexible Working: We welcome applications from those seeking flexible or part time hours

Salary: Up to approx. £18,400 pro rata (£28,900 FTE)

Apprenticeships: Development opportunities are available through Apprenticeship standards

Reporting To: Head of School

Closing Date for Applications: Sunday 12th December 2021

Interview Date: Wednesday 15th December 2021

IN SHORT

At Milton Keynes College, the individual student is central to all our endeavours. As a Progress Mentor within the Active Industries School, you will help to promote greater focus on our students' educational progress and to encourage the highest levels of academic achievement.

If you have been working with young people and are looking for a new challenge, this exciting opportunity has arisen to join our existing team. Working closely with other colleagues Progress Mentors will oversee the educational progress of students and will act as mentors to provide students with individualised support and challenges, which will stretch them to their full potential. Being able to motivate and energise young people, agree motivational targets and produce student progress reviews, you will also be responsible for contributing to learner progression and career plans and contributing to the development of the skills, knowledge and attributes needed for work and life.

This role will ideally suit somebody who has experience and an interest in the development of young people. You will ideally have experience of providing advice, guidance and/or education to young people and/or adults.

MK College will treat all applicants fairly and with respect, irrespective of their background, disability or any other individual characteristic. We particularly encourage applications from people with backgrounds which are currently under-represented within Milton Keynes College. All offers made to successful candidates are subject to satisfactory outcomes to a range of pre-employment checks including a Disclosure and Barring Service check (DBS). In addition, security clearance is required for all prison services positions up to Counter Terrorist Check (CTC) level.

OUR BENEFITS

- 30 days annual leave, 3 additional days leave for Christmas to New Year closure and UK Bank Holidays (entitlement will be pro-rated for part-time employees)
- Generous Pension Scheme
- Professional development opportunities, including professional qualifications
- Employee Assistance Programme (EAP) accessible 24 hours per day, 365 days per year
- A variety of amazing discounts with NUS Card
- Employee wellbeing platform with options to book free activities

MAKE A DIFFERENCE

In this role, you will:

- Monitor and support the progress of individual students based on performance monitoring data providing every student with supportive and focused 1:1 tutorials that challenges students on their progress, attendance and work rate balanced with providing clear advice and support.
- Monitor the action plans drawn up with students during the 1:1 tutorial sessions ensuring that students are always challenged with their progress across all aspects of their Study Programme including their vocational qualification, work experience and/or English and/or maths.
- Manage and prioritise 1:1 interviews as required ensuring that regular 1:1 monitoring meetings take place with learners who are at risk either through poor attendance, poor attitude to learning (these may be on a weekly basis with a view to tapering as appropriate) whilst ensuring that those students that are making good progress are continuously stretched and challenged to achieve the highest grades.
- Develop an effective and supportive partnership with parents/carers by regular and appropriate contact and meetings with parents/carers
- Monitor the attendance of students in line with College targets, setting improvement targets for students where necessary through following the College's systems
- Support student participation within the enrichment programme
- Deal promptly and appropriately with curriculum concerns and referrals in relation to individual student progress
- Document all meetings on Pro Monitor
- Refer students to other agencies where appropriate in consultation with Student Services.
- Support and guide students with future progression plans including next level course, employment, apprenticeships or university.
- Liaise regularly with all relevant Tutors and report any emerging issues.
- Perform your responsibilities to a high level of professional and personal competence, maintaining a high standard of effectiveness and quality in all aspects of your work.
- Maintain a focus on your duty of care responsibilities, particularly in relation to students under the age of 18.
- Encourage students to respect others and value their individuality.
- Undertake training and personal development as required to fulfil your responsibilities and develop your potential.
- Keep informed of new developments in your own field.
- Maintain at all times, good professional relations with colleagues, students and the public.
- Ensure that you are aware of and aligned with Milton Keynes College's Regulations, Strategy, and Objectives to work together to proactively advance Equality, Diversity and Inclusion and support the challenging of racism, prejudice and inequality, wherever it is found.

This job description is just a guide; you'll be expected to be flexible and perform any other duties as reasonably required of you by your manager and your role is likely to evolve and develop over time. In all your duties, you will be required to take reasonable care of yourself and ensure the safety of our students, your colleagues and other people with whom you come into contact at the College.

IT'S ALL ABOUT YOU

KNOWLEDGE, EXPERTISE & QUALIFICATIONS	<ul style="list-style-type: none"> • A Level or equivalent qualifications • Level 5 Tutoring, Guidance and Support Certificate or willingness to work towards. • Minimum of 12 months' guidance/young persons related work • Relevant life-experience of the workplace, industry or education
IMPACT	<ul style="list-style-type: none"> • An ability to develop the quality of the student experience that leads to outstanding outcomes • Up to date knowledge of safeguarding, equality and diversity, health and safety and child protection legislation as it impacts on learning
QUALITY	<ul style="list-style-type: none"> • Knowledge of progression routes for students: BTEC, GCSE etc. • Knowledge of post-16 education and options at 18 • Good analytical skills with proven ability to use management information to identify issues and opportunities to drive performance
RESPONSIBILITY	<ul style="list-style-type: none"> • An ability to engage and motivate students to deliver high performance outcomes in an education environment • Accountable for high quality student outcomes
RELATIONSHIPS & REPUTATION	<ul style="list-style-type: none"> • Well-developed organisational, communication and teamwork skills • Ability to work under pressure and maintain a sense of humour and perspective
VISION & DIRECTION	<ul style="list-style-type: none"> • Act as mentor to provide students with individualised support and challenges, which will stretch their potential to the full • Challenge students on their progress, attendance and work rate balanced with providing clear advice and support to ensure students get the best from their time at College • Directing students to the most appropriate sources of help and guidance whilst maintaining a priority focus on their educational progress

ABOUT US

Welcoming those who want to learn and improve, we focus on meeting individual needs. The College is at the heart of the city's economic vision and community strategy, in addition to being a major employer with over 1,000 people working with us. We build and nurture strong partnerships with the wider community and local businesses with an interest in making the Milton Keynes College Group a safe, innovative and inspiring place in which to learn and work. We are proud to offer an open and inclusive education experience to learners of all levels and backgrounds, with over 3,000 16-19 year olds currently studying with us and a total student population of over 8,000. We offer a broad variety of qualifications, including vocational courses, apprenticeships, higher education, professional certificates as well as employability skills and community training.

Founded on the principle of Further Education's ability to transform lives through learning, we're proud to create an environment that attracts the best staff and students from Milton Keynes and the surrounding areas and supports education in Prisons nationally. The value we gain from the diverse communities we serve is immeasurable. We want all our staff, students and learners to feel they are an integral part of the College and together we will create an inclusive culture where everyone can contribute to College life and our collective knowledge and growth. When applying for a role at the College, you can expect the same level of commitment towards diversity and inclusion as you'll experience when you've started with us. We treat all our applicants fairly and with respect, irrespective of their background, disability or any other individual characteristic. We particularly encourage applications from people with backgrounds which are currently under-represented within Milton Keynes College.

Code Makers Academy is a subsidiary of Milton Keynes College and is the delivery arm of the South Central Institute of Technology. The South Central IoT is a consortium of prestigious partners led by Milton Keynes College. Anchor partners include Microsoft, McAfee, Evidence Talks, Activate Learning, Cranfield University and KPMG.

The College is also a national provider of education services in prisons across the country. For nearly 30 years, we have worked with offenders in both custody, the wider community and currently work with 19 prisons across England; this includes 13 prisons, which make up the Long Term High Security Estate, and 6 category B, C & D men's prisons.

Milton Keynes College is a committed safer recruitment employer in line with Keeping Children Safe in Education (KCSIE). We take extreme care in ensuring the safety and welfare of children, young people and vulnerable adults. **All offers made to successful candidates are subject to satisfactory outcomes from a range of pre-employment checks including a Disclosure and Barring Service check (DBS). In addition, security clearance is required for all prison services positions up to Counter Terrorist Check (CTC) level.**