



Name:

Post: Work Related Learning Mentor

Responsible to: Assistant Principal

1. Work Experience

- Lead college based organisation and assessing of work experience placements for identified students, liaising with potential placement providers and seeking further opportunities for students.
- Undertake observations of students on work experience, where required.
- Carry out all administration relating to work experience, including Health and Safety and safeguarding checks that are required.
- Arrange for briefing and debriefing sessions for all students undertaking work experience.

2. Mentoring

- Mentor students, with an emphasis on monitoring and improving attendance in order to maximise progress and attainment of students.
- Undertake supervision of the Sixth Form Study Area at designated times.

3. Careers Information and Guidance

- Manage student contact/interviews with the Connexions Personal Advisers, e.g. arranging personal appointments.
- Work with designated staff to review Careers Scheme of Work in PSHE and audit cross curricular Careers Information and Guidance, providing relevant support and materials as required.
- Provide Careers guidance as required.
- Liaise with external agencies as required.
- Keep up to date with employment trends and make this information available to the students.

4. Enterprise Education, Economic Awareness and Work Related Learning

- Responsible for the organisation, co-ordination and evaluation of the college's Enterprise Education and Work Related Learning activities, e.g. Industry Days, Mock Interviews, Future Fair and planning with senior staff to implement Enterprise into Schemes of Work to meet national curriculum specifications.
- Carry out/organise activities/events to include checking data, risk assessment, parental agreement, accompanying students on visits and evaluating their impact.
- Develop links with industry to create opportunities for students.

COWLEY INTERNATIONAL COLLEGE

Principal: Mr C Sheeran

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ACHIEVING THE HIGHEST STANDARDS TOGETHER

5. Continuous Improvement

- Represent the college in meeting to improve the service for our students.
- Work with key staff to evaluate and improve the quality of provision in this area.
- Work with the Assistant Head (Curriculum) and other relevant staff to complete Self Evaluation and the area improvement plan.

6. Communication

- Attend relevant meetings and give appropriate feedback and updates.
- Inform SLMT, parents and staff of issues relating to work experience and other events relating to the post.

7. Administration

- Provide administrative support to the Assistant Head (Curriculum) and other relevant staff working in this area.

8. Duties and Responsibilities

- To comply with the Council's/College's Health and Safety Policy and associated safe working procedures and guidelines.
- To comply with the Council's/College's Single Equality Policy and to ensure that it is implemented within the service area of the post.
- To comply with the Council's/College's Data Protection Policy/legal requirements.
- The details contained within this job description reflect the content of the job at the date it was prepared. However, it is inevitable that over time, the nature of the job may change. Existing duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the College will expect to revise this job description from time to time and will consult the postholder at the appropriate time.
- This post is subject to Disclosure.
- Responsible for safeguarding and promoting the welfare of children.

Prepared: June 2015