

UNITRACKS MENTOR JOB DESCRIPTION

POST TITLE:	UniTracks Mentor
DEPARTMENT:	Student Recruitment, Outreach and Admissions Service
SALARY:	£8.98 per hour (plus £1.08 holiday pay).
COMMITMENT:	<p>Short listed candidates will be required to attend a compulsory assessment centre on Wednesday 6 November, 3:00PM – 7:00PM</p> <p>And will be required to undertake compulsory training on:</p> <ul style="list-style-type: none">• Saturday 30 November 2019 (all day)• UniTracks Specific Training/Briefing - TBC
CLOSING DATE	Complete the online application form by Tuesday 22 October 2019

About UniTracks

UniTracks is Warwick's National Outreach Programme, for highly able pupils in Year 10 and Year 11. Its aims are:

- To help participants realise their potential and discover hidden talents through taking part in projects and challenges
- To help them work towards improving their academic grades
- To enable the participants to develop the skills that universities & future employers look for

About the Mentor Role

Mentors are an invaluable part of our work, and do make a real difference! As a UniTracks Mentor, you would have a number of different opportunities over the course of the year.

*As a mentor, you will also be part of the **Warwick Welcome Service (WWS)**, our team of enthusiastic Student Ambassadors who are the 'face of Warwick' to prospective students. You will have access to a wide range of additional work opportunities and develop your interpersonal and customer service skills. As part of this, you will be expected to work on the Open Days during this academic year.*

UniTracks Programme specific opportunities:

- **Year 10 - Group Project Support**

During Year 10, the participants choose to take part in a group project, in a subject they may be less familiar with in school. For the last couple of years, the projects on offer have been business (The Big Deal) and film/history related (Shooting the Past). The purpose of these projects is to help the participants develop key transferable skills, such as communication, teamwork, time management, presentation, and independent research skills.

As a Mentor on this Project, you would be expected to:

- Work with a school group throughout the Spring Term, supporting them with their chosen project
- Attend the Project Launch Event (**Friday 10-Saturday 11 January 2020**) to meet and work with the group
- Communicate with the group on a weekly basis via Microsoft Teams, to ensure the group are keeping on task
- Offer the group guidance on how to complete their project (such as managing their time, delegating tasks, working as a team)
- Attend the Project Finals (**Tuesday 24 March 2020**) to support your group



- **Year 11 – GCSE Revision Bootcamp Support (15-17 April 2020, Residential Event)**
 - A 2-night, 3-day residential event to support the participants’ academic attainment in one of the core GCSE subjects (English Language, Maths, Chemistry, Physics or Biology)
 - Provide academic and pastoral support to a group of participants over the course of the event
 - Act as a classroom support to the teachers delivering the revision sessions
 - Work as a team with the other mentors on the evening programme – this could include leading sporting activities, ice breakers, supervising groups within the accommodation etc.

MENTOR DEVELOPMENT

All UniTracks Mentors will be encouraged to broaden their development during the programme. Training and support will be provided by the Outreach Team throughout and mentors will be encouraged to create a peer support network. By taking part, UniTracks Mentors will have the opportunity to:

- Be an inspiration to young people
- Discover your passions and learn more about yourself
- Work flexible hours around your studies
- Develop your leadership skills, empathy, resilience, compassion and more
- Meet new people

RESPONSIBILITIES OF A UNITRACKS MENTOR:

- Undertake an enhanced Disclosure and Barring Service (DBS) check (cost covered by the WP & Outreach Team).
- Act in a professional and safe manner whilst on campus and online, in accordance with the code of conduct and all information provided in training sessions
- Represent the University of Warwick professionally and to adhere to child protection guidelines in accordance with the code of conduct.
- Work closely with and communicate effectively with the Programme Manager

PERSON SPECIFICATION

The Person Specification focuses on the knowledge, skills, experience and qualifications required to undertake the role effectively.

REQUIREMENTS The postholder must be able to demonstrate:	ESSENTIAL (E) or DESIRABLE (D) REQUIREMENTS	MEASURED BY: A) Application Form B) Training Assessment
Be a current student at the University of Warwick, and eligible to work in the UK.	E	A
Be committed to the aims of widening participation, raising awareness and aspiration for higher education	E	A,B
Excellent time management and organisational skills	E	A,B
Evidence of team working skills and taking initiative	E	A, B
Excellent communication and interpersonal skills, and the ability to adapt communication to suit a younger audience	E	A,B
Experience of developing a project from scratch	D	A
Experience of working with young people, or mentoring	D	A
Experience of Widening Participation activities	D	A