



Volunteer Mentor: role description

Background

City Year UK believes in the power of young people to change the world. We empower 18-25 year olds to make a difference to pupils from disadvantaged communities, while gaining valuable leadership experience and boosting their own career prospects.

An overview of the role

We are looking for outstanding candidates to support pupils for a full academic year in schools across the country. Our volunteer mentors act as role models and near-peer mentors to children in schools in disadvantaged communities, helping them to reach their full potential.

City Year UK's volunteer mentors are integral to the school day. As part of a team, they encourage pupils both in and out of the classroom to engage with and enjoy learning, providing 1:1 and small group support in class and running breakfast and after school clubs.

As role models, our mentors are uniquely well-placed to create meaningful relationships with children who need help to do well at school. They bring a new perspective to learning and boost pupils' confidence, while improving behaviour, creating no-bullying cultures and helping pupils to feel safe, empowered and happy.

Our volunteer mentors embody a powerful culture which runs through everything they do, and our distinctive uniform helps them be highly visible role models around the school and wider community.

City Year UK is a leadership development programme and we take the personal and professional development of our volunteer mentors very seriously. As a way of measuring development we create specially tailored Professional Development Programmes for each volunteer mentor to help them develop the key skills and competencies that employers are looking for - things like planning and organisation, communication, problem solving, taking the initiative, resilience and self-awareness.

Responsibilities

In-school

- Build meaningful trusting, coaching relationships with targeted pupils to tackle frustration, isolation, anger, low self-esteem, attention seeking and distraction before they lead to acting out in the form of disruptive or negative behaviour.
- When required, work alone with a designated list of pupils requiring more intensive 1:1 mentoring support. Run a range of interventions in English and maths using teaching and learning content provided by the school.
- Support teachers in class by working at tables of four or five pupils.



- Model good behaviour for all children in classrooms, corridors and outside areas through structured break time activities, eating lunch with pupils and reinforcing school expectations.
- Help encourage attendance and punctuality in all pupils.
- Encourage library use, supervise homework or study clubs.
- Supervise fun before-school activities for the whole school such as breakfast clubs to get pupils energised and ready for school.

- Run a range of extra curricular clubs, e.g sports, music, homework, debating etc to help build children's confidence.
- Support the school with the creation of displays, the coordination of special events and trips, the sorting or marking of books or materials, or the entry of valuable pupil data.
- Plan special projects to engage parents and the local community.

Outside of school

- Attend occasional training, coaching and career development sessions outside of school
- Represent City Year at external events with our business partners or influential figures to help raise our profile
- Attend recruitment events to inspire and tell prospective volunteers all about what they're signing up for
- Take part in volunteering days with our funders
- Work shadowing opportunities with our staff and business partners
- Access to a mentor

Skills, abilities and qualities

- Passionate about wanting to tackle educational inequality and work with children
- Desire and ability to be a role model for others
- Good written and verbal communication
- Responsible in nature
- Willing to demonstrate taking the initiative
- Committed and willing to push through challenges
- Empathetic, reflective and thoughtful
- Self-aware and open to learning
- Adaptable and willing to challenge own comfort zone
- Experience working - whether voluntary or paid - with children or young people (desirable)

Reporting to

Volunteer mentors are line managed on site by one of our school-based programme staff team who will have oversight of their day-to-day training and development in and outside of school.

Hours

The City Year UK volunteer mentor role is full-time, Monday to Friday during term time only. A

typical school day begins between 7.30am and 8am (depending on your school or rota arrangements with your team). During term time you need to be available from first thing in the morning until 3.30 - 5pm.

Expenses

We are able to offer some support to help Volunteer Mentors; who will be entitled to claim reimbursed living expenses up to £4,400 a year in London or £3,960 in West Midlands and Greater Manchester. This is not a salary and should not affect the receipt of state benefits (if applicable to your personal situation) for things like housing, free prescriptions etc. In addition to living expenses, we will reimburse the exact amount of money spent on using the most reasonable method of transport to get to and from school and the City Year office.

Background checks

Appointment is subject to clearance through the Disclosure and Barring Service and receipt of satisfactory references. This role involves contact with children and young people which by law is exempt from the Rehabilitation of Offenders Act 1974. Prospective candidates are not entitled to withhold information and must declare all convictions, including spent convictions, cautions, reprimands and final warnings. Any information given will be completely confidential and will be considered only in relation to any application or positions to which the Order applies.

To apply

All applications should be made online at www.cityyear.org.uk. If an application is successful, prospective candidates will be invited to take part in an assessment centre at one of our regional offices. All successful candidates offered a place on our programme must be available to complete our induction training before going into school.

