



## MCR Pathway Coordinator

### Description

**Post Title:** MCR Pathway Coordinator

**Salary:** LPT4

**Location:** Kings College Guildford

### Organisational Relationship

Directly responsible to the SENCO

### Main Duties

The principle accountabilities of the role are set out below but they are not intended to reflect an exhaustive list of duties.

#### **Build effective relationships with young people at Kings College Guildford and Feeder school**

- Working with Year 6s in feeder primary schools to ensure a comprehensive and smooth transition
- Facilitating weekly Group Work in Year 7 and Year 8
- Being a point of consistent and accessible support for young people on the programme
- Supporting mentor induction, training and development
- Matching young people with mentors
- Supporting mentored relationships
- Proactively identifying, discussing and agreeing the cohort of young people in programme scope with School Links
- Working in close partnership with MCR colleagues
- Tracking young person progress
- Reporting on programme impact
- Supporting future developments such as Talent Taster (employment & further/higher education experiences) and regional events.

#### **Mentor recruitment, training, engagement and support**

- Consistently support and actively engage mentors throughout the length of their mentoring relationships
- Working with MCR regional team, Programme Manager and Mentor Services, help drive mentor recruitment to the targets needed for the school
- Co-deliver Core Mentor Training
- Promote use of the Mentor Hub, identify training materials and share best practice
- Continually feedback to mentoring services all mentor issues, improvement suggestions and perspectives on quality of matches



### **MCR programme development, impact & continuous improvement**

- Feedback on programme improvement strategies (regional or school specific) to MCR team
- Active participation in continuous improvement project teams when formed across the region and/or when the need is identified
- Active participation in the MCR PC Forums and peer support networks

### **Additional Duties**

1. Comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
2. Responsibility to promote and safeguard the welfare of children and young people who you have responsibility for or come in to contact with.
3. To participate in appropriate meetings with colleagues and parents as required.
4. To participate in the college Performance Management/Staff Appraisal Scheme and other training as required.
5. To adhere to and promote college policies on equal opportunities and race equality.
6. Contribute to the overall ethos/work/aims of the school.

### General

Whilst every effort has been made to explain the main duties and accountabilities of the post, each individual task undertaken may not be identified.

This Job Description is current at the date shown but following consultation with you, may be changed by Leadership to reflect changes in the job which are commensurate with the salary and Job Title

(Updated March 2025)

I hereby confirm that I have read and understood the job description provided to me. I acknowledge the roles, responsibilities, and expectations outlined within it. By signing below, I agree to perform the duties as described to the best of my ability and adhere to the standards set forth by Kings College Guildford.

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date:



## Person Specification

	<b>Essential</b>	<b>Desirable</b>
<b>Skills &amp; Experience</b>	<p>Experience of working with young people</p> <p>Competent digital literacy including Google suite, social media and other digital platforms</p> <p>Experience or a knowledge of processes to document and evidence good practice and positive outcomes</p> <p>Awareness and understanding of the principles of safeguarding and child protection duties</p> <p>Excellent interpersonal, administrative, organisational report writing and presentation skills</p>	<p>Experience of working with care-experienced or vulnerable young people</p> <p>Knowledge of using Google Drive, and of creating/using spreadsheets</p> <p>Experience of school based systems such as Arbour / Bromcom /SIMS</p> <p>Experience of facilitating group sessions with young people and/or delivering training/information sessions to adults</p> <p>Experience of managing and/or positively supporting volunteers</p> <p>Experience of working in third sector</p>
<b>Abilities</b>	<p>Ability to present programme information &amp; deliver prepared training sessions to groups of adults</p> <p>Exceptional ability to build and develop meaningful relationships with young people aged 11-16 years, education colleagues, volunteer mentors and local employers</p> <p>Ability to work well on own initiative, as part of a team and on a flexible basis in response to young person &amp; organisational need ensuring both internal and external parties are consulted and informed on an ongoing basis</p>	<p>Ability to develop positive, productive relationships with school staff and parents/carers</p>



	Ability to respond positively to change and adapt to young people's varying needs	
<b>Attitude &amp; values</b>	<p>An understanding of the challenges and barriers that care-experienced and/or vulnerable young people may experience</p> <p>Passionate, enthusiastic, energetic and proactive approach</p> <p>Emotionally intelligent and resilient</p> <p>Young person consistently at the heart of professional values and practice</p> <p>Positive, solution-focused attitude</p> <p>Non-judgmental approach</p> <p>Role model for Motivation, Commitment &amp; Resilience.</p>	
<b>Qualifications</b>	English & Maths GCSE grade C+ / Level 4+	Degree in relevant subject