



The
University
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Student
Recruitment
Marketing &
Admissions.

Widening Participation

Programme: US in Schools Mentoring (USiSM)

Role: Student Mentor

Closing Date: Monday 25th October 2021 23:59

Overview

The US in Schools Mentoring (USiSM) programme works with local schools/colleges to identify young people who can benefit from mentoring support. Our partner schools/colleges select pupils in Year 9 and Year 12, who and are from backgrounds that are currently under-represented in Higher Education and have the academic potential to succeed in Higher Education. The programme provides direct 1-1 support for these pupils from current University students who act as Student Mentors.

The role is paid, regular weekly employment, not a voluntary or casual activity, and as such we expect a high level of commitment and reliability from all successful applicants. The transferable skills developed through participation in the programme are highly sought after by employers, and are of particularly relevance to anyone wanting to go on to work in the education/youth sector.

As a Student Mentor, you will work for 4 hours per week, which includes the in-school mentoring and preparation time. You will be matched with one of our partnered local schools/colleges, in a team of either 4 or 8 mentors. In-school mentoring will be at the same time each week, for around 9 weeks, between January 2022 and May 2022 and matched against your stated availability.

Exact timings for the Mentoring Sessions have yet to be confirmed for this academic year as they are influenced by school requirements and your availability, but an example would be every Tuesday morning from 8.30am – 12.30pm (including travel time).

Return transport from the University campus to the school/college is provided and paid for by the programme. You are not paid for your travel time to and from your matched school/college. Transport for each school Mentor Team could be by taxi or a University vehicle driven by you or another Student Mentor.

As a Student Mentor, you will provide one-to-one and/or group support for between 4 and 6 young people outside of classes, but in the school environment during the school day. Mentoring could also occur online. This can be on topics ranging from life at university to subject specific guidance and course/homework/study skills support. The programme also involves, a University Visit, a Group Mentoring session and a Debate Week for the young people taking part. The Group Week could involve a session planned and delivered by you, and the rest of your Mentor Team. The programme concludes with two separate Celebration Events for specific year groups, at the University in March and May 2022. Our Year 12 mentees are also invited to a summer school which we will also need mentors to staff.

There will also be the opportunity for Student Mentors to undertake an optional work experience placement in a partner school/college after the end of the University summer term. This is an ideal

work experience opportunity for anyone considering Initial Teacher Training or anyone wanting to gain further experience working in a school environment with young people.

A Student Mentor can also work as a Student Ambassador for UK Student Recruitment and Widening Participation as well as applying to work as a Faculty Champion in some Faculties. There is a shared application form for these programmes so you can apply for whichever role(s) you are interested in/eligible for - just tick the relevant boxes to declare your choices.

Job Description

Main Duties and Responsibilities

- Provide support to selected participants in partnership schools through one-to-one mentoring, in-class support, or a mixture of both.
- Commit to the programme and consistently attend weekly in school/online mentoring sessions.
- Be punctual, reliable, well organised, conscientious, thoughtful and helpful.
- Communicate enthusiasm for learning in general, university study and your degree subject.
- Provide support and guidance to young people with researching progression routes after leaving school; goal setting and progress monitoring; school work and options choices; confidence building and personal skills; and researching and applying to other University of Sheffield Outreach programmes that they are eligible for.
- Independently use the online mentor resource bank to develop and deliver tailored mentoring sessions to each mentee, and contribute to the development of the resource bank by sharing material to support the mentor cohort.
- Work with the school's student mentor team to design and deliver activities for your mentees' University campus visit or Group Mentoring session.
- Act as a role model and an ambassador for Higher Education, and The University of Sheffield.
- Liaise with the School Co-ordinator, Lead Mentor and USiSM team at the University, where appropriate.
- Comply with the school's expectations regarding appropriate dress and appearance.
- All other duties, commensurate with the level of the post

This post is only open to CURRENT students at The University of Sheffield who will still be studying during the academic year, 2021/22, 2022/23, and beyond.

Person Specification

Applicants should provide evidence in their applications that they meet the following criteria. We will use a range of selection methods to measure candidates' abilities in these areas including reviewing your on-line application, seeking references, inviting shortlisted candidates to interview and other forms of assessment action relevant to the post.

	Criteria	Essential	Desirable
	Knowledge		
1.	Knowledge of personal and educational issues facing young people	X	
2.	Understanding of Widening Participation in the context of Higher Education		X

Skills			
3.	Ability to relate to young people and a desire to support them in their personal progress and learning	X	
4.	An excellent communicator and active listener	X	
5.	A reliable and committed individual, with the ability to adapt to new circumstances	X	
6.	An approachable and non-judgemental individual with the ability to empathise with others	X	
7.	A proactive individual with the ability to work independently, and on own initiative, or as part of a team	X	
8.	A mature approach to dealing with confidential and sensitive situations and issues	X	
Experience			
9.	Personal experience of the UK school and qualification system at GCSE level and above	X	
10.	Experience of communicating with people from a wide range of backgrounds.	X	
11.	Experience of or an interest in working with young people	X	
Qualifications			
12.	A current student at The University of Sheffield studying towards a Higher Education qualification	X	
13.	Grade 'C' or above in GCSE Mathematics, and English Language and/or English Literature	X	
14.	A Full Clean UK Driving Licence and willing/able to drive a university vehicle to transport the team of mentors to a local school for the purpose of Mentoring.		X

Applications are welcomed from all who meet the above criteria. **However, priority will go to applicants who are from a Widening Participation background; groups that are under-represented in Higher Education, and those who through personal experience can demonstrate the ability to overcome adversity and motivate others.**

Further Information

In total, there are 20-30 roles available. The post is part-time, working 4 hours per week, for approximately 9 weeks between the end of January 2022 and May 2022 initially. In addition to this,

the initial training sessions will require participants to be available for up to 2 full days on specific days in January/February 2022. You will also be expected to attend at least 2 Continuing Professional Development (CPD) sessions throughout the year to update your skills and knowledge in addition to supporting the Celebration Events at the end of the programme in March/May.

Rate of pay: Pay is calculated at the 2.2 hourly rate for Student Mentors on The University of Sheffield's Casual Worker Pay Scales.

No previous experience is necessary, but all successful applicants will need to attend the up to 2 full days of training to prepare them for the role, along with 2 sessions of compulsory CPD during the mentoring calendar. If your application is successful, you must agree to complete an enhanced Disclosure and Barring Service (DBS) check and share the outcome of the check with US in Schools Mentoring staff at The University of Sheffield and with the school you are matched to.

All candidates will also have to register with [myJobshop](#) and complete Eligibility to Work checks by providing the relevant original documentation (usually a passport).

This recruitment process is run in conjunction with the recruitment Faculty Champions working for the Faculty of Science, Faculty of Engineering, Faculty of Arts and Humanities and is advertised with the [Student JobShop](#) via Career Connect. There is a shared application form for these programmes so you can apply for either or both roles, whichever one(s) you are eligible for/interested in - just tick the relevant boxes to declare your choices.

For further information please view this [Presentation](#).

Applications open on Monday 20th September 2021 and will close on Monday 25th October 2021 23:59.

To apply please go to <https://www.sheffield.ac.uk/outreach/ambassador>

We are expecting to contact all applicants by email to let them know the result of their application around Monday 15th November 2021. Interviews are due to be held during weeks commencing 6th and 13th December 2021.

If successful at interview, candidates will need to submit their timetable availability and will only be guaranteed a place as a mentor once they have been matched to a suitable partnership school. You will still be able to work as an ambassador, even if you are not matched to a school to work as a mentor.

Informal enquiries: email mentoring@sheffield.ac.uk