

JOB DESCRIPTION

Post title:	MCR Pathways Programme Coordinator
Academy:	Excelsior Academy, Denton Road, Newcastle NE15 6AF
Reporting to:	Vice Principal - Pastoral
Salary/Pay range:	NJC Scale 5, points 12-17
Hours of work:	37 Hours per week, Monday to Friday, Term Time +4 weeks
Contract:	Permanent

Purpose of Job

- To deliver the MCR Pathways programme to qualifying young people, modelling best practice and building exceptional individual relationships with qualifying young people across Y7 to Y11

Main Duties and Responsibilities

Build effective relationships with the young people in scope

- Build exceptional individual relationships with all MCR young people, especially during primary school transitions and in Years 7 and 8 through delivery of MCR Pathways' group work
- Actively support all young people in Years 9 upwards to participate and to get the maximum benefits from their mentoring relationships.
- Ensure the young people benefit from all other aspects of the MCR Pathways' model including any enrichment opportunities offered by key stakeholders and funders.
- Produce case studies and good news stories utilising quantitative outcomes and qualitative feedback (with young person voice at the heart) to evidence progression, programme impact and best practice.
- Continue to keep in touch and, where appropriate, support young people in scope who don't yet participate and/or are disengaged

Mentor recruitment, training, engagement and support

- Consistently support and actively engage mentors throughout the length of their mentoring relationships
- Working with regional team, Programme Manager, Partnerships Manager and Mentor Services, help drive mentor recruitment to the targets needed for your academy
- 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 academy 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

General

- Work in a professional manner and with integrity and maintain confidentiality of records and information.
- Maintain up to date knowledge in line with national changes as appropriate to the role.
- Be aware of, and comply with, all Academy policies including in particular Health and Safety and Safeguarding.
- Participate in the Academy Performance Management process and undertake professional development as required.
- Adhere to all internal and external deadlines.
- Contribute to the overall aims and ethos of The Laidlaw Schools Trust and establish constructive relationships with nominated Academies and other agencies as appropriate to the role.
- These above-mentioned duties are neither exclusive nor exhaustive, the post holder may be required to carry out other duties as required by the Trust.

Health & Safety

- Ensuring that area of work complies with legislation relating to Health & Safety and observe and implement specific responsibilities in relation to these matters as detailed in the Policy for Health & Safety
- Provide support in an emergency or evacuation situation, in a calm professional manner. Actively provide information to any emergency service when requested to do so

Safeguarding

- Be aware and familiar with academy policies and other guidance on the safeguarding and promotion of wellbeing of children and young people. Taking appropriate action in accordance with academy policies and Keeping Children Safe in Education 2023 where required