



ROLE DESCRIPTION

[Volunteer Mentor with The RISE Trust](#)

Title: Volunteer In School Mentor **Service:** Mentor Me

Location: Corsham and Melksham Schools

Responsible to: Fay Norris, Mentor Me Co-ordinator, The RISE Trust

Commitment Required: 45-60 minute in-school sessions. Seeing the same child, one afternoon weekly, term time for at least 6 months. Additionally there is initial training to complete (both in person and on-line approx. 8 hours), travel time to and from school each week and time needed for writing up notes and feedback to the trust after every session (allow around 3.5 hours per week).

Mentoring: Mentoring is offered to pupils, who school have put forward (and sometimes at the request of parents) as needing extra support outside of academic help. Mentoring sessions are relaxed and informal and the mentor acts as a listening ear, a sounding board and because of the consistency and continuity they offer, over time, they become a trusted friend and are there to support when worries are shared. Mentoring delivers quality, one to one, non-judgemental time to a young person by an interested, enthusiastic adult who only has their best interests at heart. Mentoring gives a pupil the opportunity for 'time out' of the structured school day to talk freely and openly about themselves and their aspirations, their school, siblings, friends, home life, current affairs...anything they wish. The Mentee decides what they want to talk about (and if indeed they want to talk). Although based in school the mentor is seen as independent as they are there on behalf of the RISE Trust and not a member of school staff. A mentoring session works best when there is an activity on the go and these can consist of arts and crafts, playing games or time outside in the fresh air but all sessions allow time for chatting - everything depends on the mentee's likes, their age and experiences and their need.

We regularly evaluate mentoring progress and regularly update the aim of the sessions with our mentees as appropriate. All mentoring session content is fed back, by the mentor, in written form and submitted to the Mentor Me co-ordinator for discussion (if required) and ongoing support. Informal feedback is given to schools by the mentors and Co-ordinator as appropriate.

Aims of Mentoring:

- Raise a mentee's self-esteem and confidence
- Develop positivity in the mentee and in turn improve their happiness level
- Support the mentee in making good choices
- Improve the social skills and communication skills of the mentee
- Help the mentee realise their potential
- Give the mentee a voice
- Help the mentee think about a solutions focused approach to their worries or concerns
- Prepare a mentee for forthcoming change or challenge e.g. transition to Secondary school or SATS
- Reduce anti-social behaviours
- Help a mentee feel a part of their school and local community

Duties and Responsibilities:

- To complete training requirements as requested
- To attend school regularly and promptly as agreed at the outset of mentoring (usually weekly)
- To be a positive, enthusiastic role model
- To actively listen and interact with the mentee on a 1-1 basis
- To build a non-judgemental relationship of trust and respect with the mentee
- To record, and submit weekly, details of the mentoring session
- To offer and invite discussion on ways to achieve progressing objectives highlighted for mentoring
- To be responsible for the mentee during the session
- To be part of the evaluation process of Mentor Me
- To comply with The Rise Trust's policies and procedures particularly surrounding confidentiality and safeguarding
- To report safeguarding issues immediately to school and The RISE Trust (training to raise your awareness is available)

Attributes Required:

- Experience of either working with children or as a parent is desirable
- A naturally positive, enthusiastic outlook
- A desire to build a fun, respectful relationship with a child
- Be a good communicator with active listening skills
- A genuine interest in supporting children be the best they can
- Able to work alone and as part of a team
- Be comfortable writing short reports
- Be willing to undertake the training required (in person and online)
- Have adequate time available to fulfil the commitment required to mentor

Supervision and Support:

- Your volunteering with The RISE Trust will be overseen by the Volunteer Co-ordinator
- Your specific Mentor Me role will be supervised by the Mentor Me Co-ordinator
- Whilst in the school setting you will be asked to adhere to that school's policies and procedures
- Any put of pocket expenses will be met by the trust

This role description is an overview only, it's much better to chat in person about the detail of the scheme. If you are interested in pursuing a mentoring role please do get in touch with Fay Norris (Mentor Me Coordinator) on 01249 463040 and thank you for your interest