

Mentor volunteer profiles **Lead Mentor – Secondary Schools**

Title of voluntary role: Lead Mentor

Key contacts: School Lead Teacher
Mosaic Regional Manager

Purpose

A Mosaic Lead Mentor is responsible for:

- being the mentor ambassador for Mosaic's relationship with their assigned school;
- co-ordinating the mentoring within a school, liaising with the mentors and Lead Teacher to ensure excellence in the delivery of mentoring sessions to mentees;
- working within the agreed parameters of Mosaic's policies and code of conduct and secure the commitment of the mentors to do likewise;
- being the first port-of-call for mentors to express their thoughts and feelings about the mentoring process; and,
- encouraging mentors and communicating any relevant feedback to the Mosaic staff team.

Essential responsibilities

In advance of the mentoring programme, you will be supported by Mosaic staff to:

- attend training for Lead Mentors;
- together with the mentors in your team, meet with Lead Teacher at your assigned school to understand the school, selected students and plan the programme; and,
- agree to and attend all dates for the mentoring sessions .

In advance of each mentoring session:

- support Mosaic by contacting your mentor team to ensure they are attending the up- coming session;
- be the first person to arrive at the school in advance of the mentoring session; and,
- update Mosaic staff on any content and resources required.

During mentoring session:

- attend all sessions; and,
- deliver group mentoring to your students.

After mentoring session:

- motivate mentors with thanks;
- arrange sociable 'De-Caff' sessions in between mentoring sessions with your mentor team to encourage socialising and commitment to the programme; and,
- support Mosaic to collect feedback from mentors and mentees.

Desirable

As with all mentors we would be keen to identify whether you can:

- open up your workplace to students for a World of Work visit;
- deliver an inspirational speech;
- facilitate any work experience or work shadowing opportunities;
- participate in the Enterprise Challenge; and,
- refer additional volunteers to Mosaic.

Duration of post

Mosaic invites Lead Mentors to be in the role for 12 months or the course of an academic year. The role commences on 1 August each year, and is reviewed with each Lead Mentor at the end of each July during a formal end of year evaluation and review. Mosaic is constantly seeking to encourage and develop other mentors to advance in their mentoring and become Lead Mentors. Mosaic will review the ongoing participation and commitment of each individual Lead Mentor on an annual basis, with the individual concerned.

Other commitments

In the event that you are unable to attend a Mosaic session or fulfil a commitment, we ask that you identify a deputy from your mentoring team whom you feel could become a future Lead Mentor and agree individual terms with them. Always inform Mosaic staff if you wish to appoint a deputy so we can offer them additional support and track their progress.

Our support to you

Mosaic will support Mentors and Lead Mentors through:

- Pre-programme training and resource. Mosaic staff will train all mentors, and familiarise them with the content of the Mosaic mentoring

programme. This will include guidance for how to design and deliver a good, high-impact mentoring session, and the provision of a resource pack with sample mentoring sessions.

- Pre-programme planning session and first mentoring session. A member of the Mosaic staff team will be present at the pre-planning session and, in some cases, the first mentoring session (but not always).
- Mentoring sessions. Your Mosaic staff contact will be available during office hours and mentoring sessions via telephone and email to support the Lead Mentor and mentors.
- Evaluation Tools. Mosaic is committed to making mentoring the best it can be, and evaluation is therefore imperative. Your Mosaic staff contact will fully explain the impact evaluation tools to be utilised over the academic year and provide all the required feedback forms
- Mentor discussion forum. A link to this resource will be made available to all mentors. Mentors, teachers and staff will be able to upload and share resources, discuss topics and best practice, give feedback and pose questions.
- Mentee Celebration. The Lead Mentor will be supported by the Regional team to bring their mentors and mentees together for a celebration ceremony at the end of the academic year. The Lead Mentor may be asked to hand out certificates to their mentees.
- Mentor Thank You. The Regional team will invite Lead Mentors and Mentors to events at which they can be recognised and valued for their efforts.

Feedback will be sought from Lead Mentors, mentors and schools via survey monkey each term and at the end of each academic year.

Person specification

A Lead Mentor should demonstrate all the same key qualities, skills and attributes as in the Mentor Job description.

A Lead mentor has:

- a positive, non-judgemental and patient attitude towards young people;
- a desire to help in the educational and personal development of young people;
- an open and approachable manner, with a willingness to share your experiences when appropriate;
- the ability to get along with young people and have a respectful attitude towards people educational, economic, cultural and racial backgrounds;
- understanding of the needs and issues faced by young people, particularly British Muslims; and,
- the ability to commit the required amount of time.

As with all Mentors, a Lead mentor should demonstrate the following skills and attributes:

- confidence;
- non-judgmental;
- excellent communication skills;
- motivational;
- passionate about working with young people;
- active listener;
- tactful;
- committed to attend all sessions;
- good at planning; and,
- effective problem-solver

Communication and commitment

The Lead Mentor is expected to regularly communicate with their mentor team, school Lead Teacher and Mosaic Regional staff. This may therefore include additional preparation time between sessions to ensure all arrangements and resources are in place. Lead Mentors may also wish to organise social de-briefings and networking events in their team.

Mosaic believes that the Lead Mentor role is an important one, key to the success of our mentoring in each school. As our ambassador, you are entrusted with our reputation and that of our founder HRH The Prince of



the power of positive thinking

Founder: HRH The Prince of Wales
Chairman: HRH Princess Badiya bint El Hassan of Jordan

Wales. With this comes responsibility but also the opportunity for recognition, skills development, professional connections, access to networks and the chance to be instrumental in having key impacts on the life chances of young people in the most deprived areas.

Declaration

I understand the commitment required of me as Lead Mentor and will ensure that I support my mentor team and communicate with Mosaic to guarantee the success of the mentoring programme at my assigned school.

SIGNED:
NAME:
POSITION:
DATE:



Commitment planner

Activity	Hours of session	Lead Mentor Commitment
Lead Mentor, School, Mosaic and other mentors pre-programme planning meeting	1.5	<ul style="list-style-type: none"> Attend Actively participate Ensure all rapport building and mentoring sessions are planned – topics chosen and assigned to dates Agree logistics and resources with Lead Teacher – who will do what? Complete the planning checklist (annexed)
Rapport building session for mentors and students	Up to 2.5	<ul style="list-style-type: none"> Attend Actively participate Stay behind for de-brief to review any future sessions Ensure all student Impact Assessment Questionnaires are completed and stored. Mentors should be shown copies of those for their group of mentees Review mentor to student group matching, and ensure each mentor knows their group names Ensure all parties know the topic and preparation required for first mentoring session - who will do what?
Six core mentoring sessions	6 (1 hour each)	<ul style="list-style-type: none"> Attend Actively participate Stay behind for de-brief to review any future sessions Ensure all parties know the topic and preparation required for the next mentoring session - who will do what? <p>In-between sessions:</p> <ul style="list-style-type: none"> Communicate with school, mentors and Mosaic Highlight any issues, concerns or good news to Mosaic staff Identify whether the students have or will be having a speaker or visit so you can integrate any support, preparation or follow-up required (checklist annexed)

Any dates for inspirational speaking engagement	<i>(20 min approx for each speaking engagement)</i>	If attending, <ul style="list-style-type: none"> • Prepare speech in advance • Arrive in good time • Ensure any resource requirements are communicated
Up to four dates for Apex-Mosaic Enterprise Challenge mentoring phase (Nov – Jan) (see planner below for additional students and sessions)	<i>4 – 6 (1 hour each)</i>	See separate documentation
Suitable date(s) for external work place visits	<i>Min 5 (one visit, including travel time)</i>	See separate documentation
One final evaluation and celebration session – to be followed, if desired, by end of year assembly/event for reward and recognition	<i>1.5 (if including celebration)</i>	<p>Graduation can be done as a separate school assembly event or after final evaluation session.</p> <p>Lead Mentor should:</p> <ul style="list-style-type: none"> • Attend • Give out certificates provided to them by Mosaic • Make a final speech • Collate final impact assessment questionnaires alongside teacher and send copies of each questionnaire (beginning and end) for each student to Mosaic via post or scanned and emailed <p>Mosaic Regional Staff will work with the school to support any logistics for this event, in consultation with Lead Mentor.</p>
Review and resolution meetings with Mosaic staff (one per term) – face-to-face or via tele-conference	<i>3 (1 hour each)</i>	<ul style="list-style-type: none"> • Attend/Call-in • Raise concerns • Review and evaluate • Make suggestions and support implementation