

Mentor volunteer profiles

Lead Mentor – Primary School

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 upcoming 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:

- deliver an inspirational speech;
- facilitate any additional opportunities for the school; 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. For the primary school programme, your activity as Lead Mentor is confined to 10 week terms each year unless you participate across multiple schools.

Other commitments

In the event that you are unable to attend a Mosaic session or fulfil a commitment, we advise 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 resources: 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-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 Graduation: 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 programme. The Lead Mentor may be asked to hand out certificates to their mentees.
- Mentor Thank You events: 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 Mosaic 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.

Mentors 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

Mentors are 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. You may also wish to organise and/or attend social debriefings and networking events in their team.

Mosaic believes that the 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 HRH Prince of Wales, as our founder. 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.

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



Declaration

I understand the commitment required of me as 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 session	Lead Mentor Commitment
Lead Mentor, School, Mosaic and other mentors pre-programme planning meeting	1	<ul style="list-style-type: none"> Attend Actively participate Agree logistics and resources with Lead Teacher – who will do what? Complete the planning checklist (annexed)
Eight core mentoring sessions	8 - 20 (1 hr to each Session attending mothers daughters)	<ul style="list-style-type: none"> Attend Actively participate Ensure all mothers and daughters complete their impact assessment Questionnaire (and store) 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
University visit	3	Lead Mentor should attend if possible
Graduation	3	<ul style="list-style-type: none"> 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) each student to Mosaic via post or scanned and emailed

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Mosaic Regional Staff will work with the school to support any logistics for this event, in consultation with Lead Mentor

