

Mentor volunteer profiles

Mentor – Secondary School

Volunteer role title: Mosaic Mentor

Key contacts: Lead Mentor
School Lead Teacher
Regional Manager

Purpose

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

- attend training for mentors (3 hours approx in length and at a suitable time);
- together with the other mentors assigned to your school, meet with the Lead Teacher to understand the school, selected students and plan the programme (1.5 hour);
- attend all dates for the mentoring sessions (rapport building session (2 hours), 6 x 1 hour mentoring sessions, 1 x final evaluation session); and,
- attend follow-up training part-way through the programme (up to 4 hours).

Essential responsibilities

During the programme Mosaic expects mentors to:

- attend all mentoring sessions and deliver group mentoring to your small group of students;
- review progress with your team of mentors, immediately after each session and revise plans for the programme if required, based on students' needs;
- wherever possible, attend sociable 'De-Caff' sessions in between mentoring sessions with your mentor team to encourage networking and commitment to the programme; and,
- provide feedback to Mosaic informally and formally once a 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 de-briefings 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	1.5	<ul style="list-style-type: none"> Attend Actively participate Agree logistics and resources with Lead Mentor – 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 you knows the names of students in your group Ensure you are aware of 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 you 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 Lead mentor and Mosaic Highlight any issues , concerns or good news to Mosaic staff
Any dates for inspirational speaking engagement	(20 min approx for each speech	<p>If attending,</p> <ul style="list-style-type: none"> <i>Prepare speech in advance</i> <i>Arrive in good time</i> <i>Ensure any resource requirements communicated</i>
Up to four dates for Apex-Mosaic Enterprise Challenge mentoring phase (Nov - Jan) – (see planner below for additional students and sessions)	4 – 6 (1 hour each)	See separate documentation



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Suitable date(s) for external world place visits	Min 5 (one visit, including travel time)	See separate documentation
One final evaluation and celebration session – to be followed, if desired, by end of year assembly/event for reward and recognition	1.5 (if including celebration)	Graduation can be done as a separate assembly event or after final evaluation session.
Review and resolution meetings with Mosaic staff (one per term) face-to-face or via tele-conference	3 (1 hour each)	<ul style="list-style-type: none"> • Attend/Call-in • Raise concerns • Review and evaluate • Make suggestions and support implementation

