



## Online Mentor - Role Description

iScoil, a registered charity, is an online learning service that offers learning opportunities and accreditation to young people aged 13-16 years who are not in mainstream education. Students are referred to iScoil from Tusla, the Educational Welfare Service. Since 2009, with the support of the Presentation Sisters, iScoil has been at the forefront in designing and implementing a range of innovative learner-centred programmes informed by research and evidence-based good practice.

We believe that with improved internet connectivity and learning tools, there is a real opportunity to redesign approaches to learning. To date, iScoil has pioneered new approaches to teaching, digital learning content, and assessment and the CEO and Board of Directors are keen to continue this ethos of innovation and development into the future.

iScoil aims to:

- Engage young people in learning
- Build confidence and self-esteem
- Offer accreditation opportunities
- Support progression to further education and employment

Visit our website [iScoil.ie](https://www.iscoil.ie) for more information.

### Primary Purpose

The Mentor role has overall responsibility for guiding and supporting students on their educational journey with iScoil. This involves getting to know each student across a range of relevant criteria, setting educational goals, updating learning plans daily, and inputting key information into our Customer Relationship Management System. As a Mentor, you will work with iScoil's Central Team, online Tutors, Blended Learning Centres and families to implement strategies to ensure the successful engagement and progression of each student.

**Responsible to:** Programme Manager

**Key relationships:** CEO, Programme Manager, Head of Learning, Learning Technologist, Tutors, and Mentors



### **Role Specifications**

- Provide support, guidance, and motivation to students
- Develop, maintain, and update individual educational plans
- Communicate regularly with students, families, and Support Workers in Blended Learning Centres
- Develop positive relationships with students and their families
- Provide ongoing feedback to support student learning and progression
- Liaise with the Programme Manager on individual learning plans, student progression, engagement and attendance patterns
- Identify each student's abilities, talents and interests to inform learning plans
- Complete weekly student progress reports
- Collaborate with course Tutors and Central Team to support student accreditation
- Take part in regular team meetings
- Undertake training on iScoil's VLE and CRM

### **Person Specifications**

#### **Qualifications:**

- Third level qualification in education, community and youth work, social sciences or a related discipline

#### **Desired Experience and Competencies:**

- Experience of working with young people with complex needs in a formal or non-formal educational setting
- Ability to build rapport with young people, and maintain a student-centred approach
- A knowledge of QQI courses and assessment
- Solution orientated with a positive mindset
- Knowledge of educational disadvantage and the factors associated with early school leaving
- Excellent technical skills and experience using digital technologies in education programmes
- Experience with Moodle and Salesforce an advantage
- Excellent communication, planning, and organisational skills
- Collaboration and teamwork skills
- Ability to work independently
- Excellent time management skills
- Commitment to the ethos and culture of iScoil



## Terms and Conditions

**Contract:** This role is a one year contract with a time commitment of up to 15 hours a week during iScoil term times, primarily between 9am - 5pm. Appointment to the role is subject to Garda Vetting.

**Location:** This is a remote working role with training and an annual meeting in our office in Acorn Centre, Blackpitts, Dublin 8.

**Deadline for application:** 5 pm on Monday 16th of December with interviews to be held on Friday 10th of January 2020.

**Applications:** By CV and cover letter to [recruitment@iscoil.ie](mailto:recruitment@iscoil.ie).

iScoil is an equal opportunities employer