iScoil

Mentor - Role Description

iScoil, a registered charity, is an online school 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 TESS (Tusla Education Support Service). Since 2009, 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 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

iScoil is undergoing a period of significant growth and is seeking suitably qualified applicants to join our team of mentors.

Visit our website iScoil.ie for more information.

Primary Purpose

The mentor role has overall responsibility for guiding and supporting students on Scoil. This involves building a rapport with each student across a range of relevant criteria, developing individual educational plans, updating student learning plans daily and ensuring all relevant information is reflected and inputted into a CRM. As a mentor, you will work with iScoil's tutors, central team, 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, Head of Experience and Development, Student Support Coordinator, General Manager, Tutors and other Mentors

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Role Specifications
- Provide support, guidance and encouragement to enable independent and self-directed learning
- Develop, maintain, and update individual educational plans
- Communicate regularly with students, families and support workers in Blended Learning Centres
- Develop positive relationships with students, their families, and support workers in Blended Learning Centres
- Provide ongoing feedback to support student learning and progression
- Work with the Programme Manager on learning strategies to support students
- Identify each student's abilities, talents and interests to inform learning strategies
- Complete weekly student progress reports
- Collaborate with course tutors and central team to support student accreditation
- Take part in regular team meetings

Person Specifications

Qualifications:
- Minimum requirement of a 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
- Strong attention to detail and commitment to quality
- Knowledge of educational disadvantage and the factors associated with early school leaving
- Excellent technical skills and experience using digital technologies
- Experience using VLEs and CRMs, such as Moodle and Salesforce
- 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

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Terms and Conditions

Contract: This role is a part-time fixed-term contract with a time commitment of up to 15 hours a week during iScoil term times, primarily between 9 am - 5 pm. The appointment is subject to Garda Vetting and reference checks.

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

Deadline for application: Friday 22nd October at 5 pm, with interviews to take place the week of 1st November.

Applications: By CV and cover letter to **recruitment@iscoil.ie** with Mentor Role in the subject line.

iScoil may establish a panel of suitable candidates from which any future mentor positions may be filled. iScoil is an equal opportunities employer.