



## **Mentor Job Description**

iScoil is an award-winning education organisation that offers learning opportunities and accreditation to young people, aged 13-16, who are not in mainstream education. Young people are referred by TESS (Tusla Education Support Service). Since 2009, with the support of the Presentation Sisters, iScoil has been at the forefront of designing and implementing a range of innovative learner-centred programmes informed by research and evidence-based practice.

Both globally and nationally we have entered a time of great opportunity to re-imagine and redesign approaches to learning. We believe that all young people should be able to access opportunities that support them to build the skills and confidence they need to develop a mindset of lifelong learning.

iScoil has pioneered new approaches to digital learning, teaching, and assessment, and the CEO and Board are keen to continue this ethos of development into the future. We are looking for people to join our team who are committed to engaging the minds and creativity of young people through innovative online and blended learning.

iScoil aims to:

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

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



### **The Role**

Mentors are responsible for guiding and supporting students. This involves developing an individual education plan, building rapport with each student, updating learning plans on a daily basis and ensuring all relevant information is recorded and communicated to relevant team members. Mentors work with tutors, the central team, parents/guardians, and Blended Learning Centre support workers to implement strategies for the positive engagement and progression of each student.

### **Role Specifications**

- Provide support, guidance and encouragement to students to enable independent and self-directed learning
- Identify each student's strengths, talents and interests
- Develop, update, and maintain individual education plans
- Update student learning plans
- Develop positive relationships with students, parents/guardians, and support workers in Blended Learning Centres
- Support student learning and progression
- Collaborate with course tutors and the central team to support student accreditation
- Work with the Programme Manager and Blended Learning Centre Manager to develop and adapt learning strategies
- Complete weekly student progress reports
- Take part in regular team meetings

### **Key relationships**

Mentors report to the Programme Manager and will have key relationships with the CEO, Blended Learning Centre Manager, Head of Learning, Head of Experience and Development, Student Support Coordinator, Education Support Coordinator, General Manager, tutors and other mentors.



### **Experience and Key Competencies**

- Experience working with young people with complex needs in a formal or non-formal educational setting
- Ability to build rapport with young people, their parents/guardians, and support workers in Blended Learning Centres and maintain a student-centred approach
- Knowledge of educational disadvantage and the factors associated with early school leaving
- A knowledge of QQI (Quality and Qualifications Ireland) courses and assessment
- Excellent technical skills and experience using digital technologies in an education setting
- Experience using Virtual Learning Environments (VLEs) and Customer Relationship Management Software (CRMs)

### **Qualifications**

- Minimum requirement of a third-level qualification in education, community and youth work, social science or a related discipline

### **Personal Characteristics**

- Commitment to the ethos and culture of iScoil
- Ability to take initiative and collaborate in a dynamic team
- Excellent communication, planning, and organisational skills
- Strong attention to detail and commitment to quality
- Solution-orientated
- A positive mindset
- Ability to work independently
- Excellent time management skills

### **What iScoil offers:**

- A culture of innovation and a student-centred approach
- Opportunities to grow and develop
- Remote working



## **Terms and Conditions**

**Contract:** This role is a part-time fixed-term contract with a time commitment of approximately 15 hours per week during iScoil term time, 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:** 5 pm, Friday 1st December, with interviews to take place the week of the 11th December.

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

iScoil may establish a panel of suitable candidates from which future mentor positions may be filled.

**iScoil is an equal opportunities employer**