



# Mentor APPLICATION PACK

Are you passionate about working with young people, interested in access and equality issues in education, and excited about the potential of learning to change young people's lives? If so, Light Up Learning is looking for a new Mentors to join its growing team!

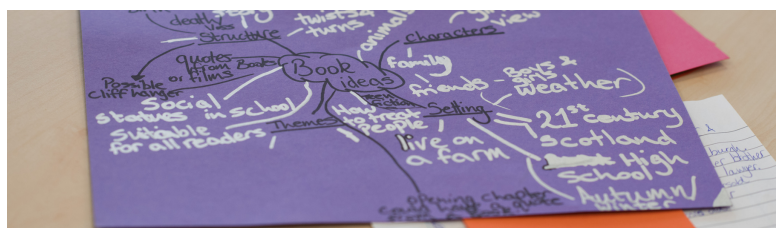
## Application timeline:

Friday 5th February 12 noon  
Applications close

Friday 12th February  
Applicants invited to interview

Monday 22nd February  
Interviews

N.B. In line with current Scottish Government and Public Health advice interviews will take place online.



**Please email completed application forms to:  
[recruitment@lightuplearning.org](mailto:recruitment@lightuplearning.org)**

Light Up Learning (LUL) is a registered Scottish Charitable Incorporated Organisation providing one-to-one mentoring for high school students in Edinburgh and the Lothians. Our small, young team punches above its weight, making a positive, sustainable difference in the lives of young people who have experienced disadvantage. We love learning, we love igniting that passion in others and we want to add your spark to our growing community.

## **Background**

LUL has been successfully operating in partnership with Lasswade High School since 2015 and Castlebrae Community High School since Autumn 2018. Since then, we have expanded into two more secondary schools, Leith Academy and Armadale Academy, with plans progressing for us to work with more schools and increase the number of young people we are working with across Edinburgh and the Lothians.

LUL aims to address both equality and access issues in education, and disengagement in the traditional classroom setting, by creating low-stress, supportive, and playful learning environments for young people who have experienced disadvantage. We place each student in charge of their own learning and give them the resources, opportunities, and contacts they need to achieve their potential.

For more information on the organisation's history and mentors, and to read about the inspiring success of our mentees, please visit our website. <http://bit.ly/LULWeb>

LUL is in an exciting growth phase and we are looking to recruit new mentors to join our growing team to support our work in our existing schools and our expansion into new locations: we are flexible on days and hours worked, but will need a minimum of 7.5 hours a week.

## **What We're Looking For:**

We're looking for creative, passionate, experienced Mentors to join our small, dedicated team. Reporting to the Head of Mentoring, the successful candidates will be tasked with mentoring up to 10 students (depending on availability): they will facilitate student-led learning by developing activities based around individual student interests and by guiding the young people as they take charge of their own learning, through self-directed projects. Successful candidates will also be expected to do some related administrative tasks, take part in evaluation exercises, and contribute to community and team meetings and events. We are looking to appoint up to three part-time roles.

## **Role Description**

- Salary: £ 24,000 pro-rata (39 weeks a year – term time only)
- Location: to be determined with candidates, but includes Edinburgh, Midlothian, West Lothian, East Lothian
- Hours: to be determined with candidates. See paragraph below for specifics.
- Probationary period: 3 months
- Pension: auto-enrolment

As this post involves day to day work with young people, you will be required to obtain PVG scheme membership through Disclosure Scotland if successful at interview. We will process this for you: employment will be confirmed after successful completion of this and any other necessary checks, including references.

## Hours of work:

We are a flexible employer, and are looking to appoint Mentors who can work a minimum of 7.5 hours a week - ideally this would take the form of one day a week, and we would expect working days to remain consistent week to week.

All Mentors are required to attend a mentor meeting and subsequent team meeting lasting up to 2 hours, one Tuesday per month.

## Key Tasks

### Mentoring:

- Mentor up to ten students, 50 mins a week per student
- Write regular reflective reports on mentoring sessions and track student progress
- Liaise with school staff, parents, and community members as needed
- Contribute to monthly meetings with the Mentoring Team
- Contribute to bi-annual parent evenings and community events
- Actively contribute content to the organization's social media and marketing content
- Take responsibility for reporting Child Protection concerns
- Attend monthly supervision meetings with Head of Mentoring

## Person Specification

### Essential

### Desirable

Education & Qualifications

- Educated to Degree level or equivalent

Experience, Knowledge and Expertise

- Experience of working with young people
- Demonstrable experience in communicating and building relationships with young people
- An understanding of equalities issues specifically in relation to access to education
- Understanding of Child Protection Issues and procedures
- Working knowledge of Google Drive and Microsoft Office

Personal attributes

- A demonstrable passion for youth work and/or education
- A passion for learning
- Excellent communication and interpersonal skills, particularly with young people
- Ability to work both independently and as part of a team
- A demonstrable commitment to the values and enactment of equality, diversity and inclusivity
- Open and friendly, comfortable talking about LUL to people from all walks of life
- A flexible approach to the role, responsibilities and tasks

Light Up Learning has a commitment to diversity and challenging all forms of inequality. We would be particularly keen to encourage applicants from Women, Black Minority and Ethnic, LGBTQI, disabled, migrant, and other backgrounds currently underrepresented within roles in the third sector.

If you have any specific access requirements or concerns, for example needing documents in different formats, please let us know and we will do our best to meet your needs.

The interview process will involve an panel interview and may involve a short informal conversation with some of the young people we work with. Interviews are scheduled for Monday 22nd February and will take place online.

If you have any questions or wish to discuss the role please contact [recruitment@lightuplearning.org](mailto:recruitment@lightuplearning.org)

To apply for this role, please complete both parts of our application form, which can be downloaded

Part A : <http://bit.ly/lulpartA>

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Part B : <http://bit.ly/lulpartB>

and also complete our anonymous equal opportunities monitoring form <http://bit.ly/LULEqOpps>

The application deadline is Friday 5th February at 12 noon.