

Job Description Mentor – Autism



About Bridge Mentoring

Bridge Mentoring is a not-for-profit Community Interest Company based in the Midlands. We specialise in providing mentoring and study skills support to autistic students in Higher Education.

We are a small group of passionate individuals who focus on working with people's strengths and supporting students to develop an insightful and positive sense of self – learning to self-advocate with scaffolding support from us. We like to work in partnership with our students - with a person centred and strengths-based approach.

We do not provide counselling or subject specific support but work to signpost students to the right support in these areas. Nevertheless, we have a highly skilled team and share expertise between us.

We engage in continuing professional development and constantly strive to understand the needs of autistic students in higher education.

Mentoring and Study Skills hours are changeable depending on student need. You will be free to accept or refuse any student support packages proposed, but once you accept a support package, you will be expected to commit to providing support to the student in question throughout the academic year and their course, where possible.

Undergraduate student support tends to run from September/October to June the following year (unless the student has exams or assignments due after the summer period). As an example, a student requiring one hour per week support will have a package of support of 30 hours over the academic year.

Postgraduate students are more likely to require support throughout the year.

This post is a PAYE and paid at £30 per hour before tax with holiday pay of £3.62 for each hour worked. Holiday pay can be accrued and taken over the summer period for example.

Bridge Mentoring also provides training to organisations on autism understanding, mental health, the student experience and coaching and mentoring.

If you are on the autistic spectrum and would like to find out how we can support you with the requirements for this role – please contact us.

Bridge Mentoring Community Interest Company

Registered Office: 12 St James Road Barton Under Needwood DE13 8HY
Company Number: 12194950 (Registered in England and Wales)

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contact@bridgementoring.co.uk

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Main duties and responsibilities

- Empower the student to develop strategies through using coaching and mentoring skills to address barriers to learning which may include:
 - Navigating a new environment
 - Organising workload
 - Inertia and changing tasks
 - Managing changes
 - Communicating with others
 - Stress and anxiety
 - Prioritizing workload and meeting deadlines
 - Developing a suitable work-life balance
 - Interpreting tasks
 - Breaking goals and targets into practical, manageable steps
 - Building confidence and self-advocacy skills
 - Utilising other sources of support effectively
- Establish clear expectations with students about your role, relationship and available contact times and agreeing and maintaining boundaries.
- Deliver 1 to 1 support on campus, in virtual meeting spaces or by alternative agreed methods of communication.
- Agree, document and work towards relevant and useful goals with the student: establish student led goals for the year and break down these goals into manageable tasks whilst also documenting what other mentoring support the student requires.
- Provide support to use the resources within the university effectively e.g. online portals, IT support, library, study spaces, learning support or Student Services.
- Manage own time effectively to work flexibly around student need.
- Willingness to work with family, university staff, mentors or other professionals when required following specific agreement from the student.
- Maintain confidentiality and adhere to data protection / GDPR regulations.
- Manage risks relating to safeguarding and mental health and lone working.
- Willing to engage in continuing professional development and supervision.

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Person specification

Essential criteria

- Masters Autism or Special Educational Needs and Disability or Critical Disability Studies focussing on autism.

or

- PG Cert (autism or critical disability studies)

or

- Undergraduate degree and 6 NAS online training modules
 - Understanding autism
 - Autism and communication
 - Autism and sensory experience
 - Autism, stress and anxiety
 - Autism: supporting families

and

- National Autistic Society online Autism and Women and Girls training
- National Autistic Society Autism and SPELL in Higher Education or relevant in-house mentoring, HE and autism training
- An up-to-date Disclosure and Barring Service (DBS) check
- Willingness to undertake continuing CPD of 10 hours per year minimum.
- Ability to develop positive working relationships with people from a variety of backgrounds.
- A collaborative and strengths-based approach to working with autistic students.
- Experience of working independently.

Desirable criteria

- Experience of working with autistic people and planning approaches with autistic learners.
- Experience of working in the higher education environment: knowledge of the university environment, processes and expectations.
- Mentoring or coaching qualification