



Job Description

This form summarises the purpose of the job and lists its key tasks. It is not a definitive list of all the tasks to be undertaken as those can be varied from time to time at the discretion of the School, in consultation with the postholder.

Job title: Widening Participation – Pathways Mentor

Department/Division: Widening Participation - Academic Registrar's Division (ARD)
Accountable to: Widening Participation Officer

Widening Participation

LSE is the world's leading social sciences institution, established for the betterment of society. The School is committed to widening access to and participation in higher education and 'developing LSE for everyone' is a key objective of the new LSE 2030 strategy.

The Widening Participation team, based in the Academic Registrar's Division, leads our efforts to widen access to LSE for UK Undergraduate students from under-represented groups and supports the attainment and progression to HE for hundreds of young people each year. The team, comprising 13 staff, leads on the delivery of key elements of the School's outreach and widening access strategy, as set out in our Access and Participation Plan.

Pathways Mentor Programme

The Pathways Mentor will be responsible for supporting with the delivery of Pathways events, both online and in person. Pathways Mentors will be mentoring students on either the [Pathways to Law](#) or [Pathways to Banking and Finance](#) programme for the length of the programme (18 months). Pathways mentors will all deliver mentor-led sessions as part of the e-mentoring programme and engage with their mentees regularly via our e-mentoring platform. Both Pathways programmes are run collaboratively with the [Sutton Trust](#).

Pathways Mentors will have the opportunity to apply to be a "Team Leader" at the Pathways National Conference, which are residential conferences held at the University of Warwick in Summer.

Duties and Responsibilities

Main duties:

1. Attendance at paid Pathways Mentor training and NSPCC online training before commencing work as a Pathways Mentor.
2. Delivery of mentor-led sessions at events (e.g. student panel).
3. Provide advice and guidance to mentees on topics of interest to the students such as applying to university, career support, and study support.
4. Support with the delivery of event activities, including supporting speakers to lead tasks in small groups.
5. Support with the delivery of events in person (e.g. registering students, event set up).



6. Delivery of mentor-led sessions as part of the e-mentoring programme and engage with mentees regularly via our e-mentoring platform.
7. Support the Pathways team at events with safeguarding and monitoring student behaviour.

Additional optional duties:

1. Support with the delivery of the Pathways National Conference as a “Team Leader”.

LSE (WP) Child Protection Policy and Disclosure and Barring Service

All applicants should be aware that successful applicants to the post will be required to complete an enhanced DBS clearance, including a check as to whether the applicant is barred from working with children.

This will be completed and paid for by the LSE Widening Participation Team.

LSE undertakes to discuss any matter revealed on a DBS certificate with the individual seeking the position before withdrawing or amending a conditional offer of employment. Having a criminal record will not necessarily bar an individual from working with LSE, depending upon the nature of the position sought as well as the circumstances of the revealed offence.

More information on this check can be found online at <https://www.gov.uk/disclosure-barring-service-check/overview>

Flexibility

To deliver services effectively, a degree of flexibility is needed, and you will also be expected to carry out any additional tasks as directed by the WP Team.

Equity, Diversity and Inclusion (EDI)

LSE is committed to building a diverse, equitable and truly inclusive university. All posts (and post holders) will seek to ensure diversity and inclusion, while opposing all forms of unlawful and unfair discrimination on the grounds of age, disability, gender identity, marriage and civil partnership, pregnancy and maternity, race, nationality, ethnic or national origin, religion or belief, sex and sexual orientation, or social and economic background.

Ethics Code

Posts (and post holders) are assumed to have a responsibility to act in accordance with the School's Ethics Code and to promote the principles and values that the Code enshrines. The [Ethics Code](#) clearly states that the whole LSE community, including all staff, students, and governors of LSE, are expected to act in accordance with the principles which are set out in the Code. As such you are required to read and familiarise yourself with it. The School's Effective Behaviours Framework is designed to support this Code. It sets out examples for the six behaviours that all staff are expected to demonstrate.

Environmental Sustainability

The post holder is required to minimise environmental impact in the performance of the role, and actively contribute to the delivery of the LSE Environmental Policy.