



LEAP UP - MACQUARIE MENTORING POSITION DESCRIPTION

About the program

The LEAP UP – Macquarie Mentoring (Refugee Mentoring) Program matches high school students from refugee backgrounds (mentees) with Macquarie University student volunteers (mentors). Through mentoring, mentees explore post-high school options in Australia and are assisted with their investigation of, and successful transition into higher education and employment opportunities.

Who can apply?

Macquarie university students who are currently enrolled in an undergraduate or postgraduate degree.

Who are the mentees?

Mentees on the LEAP UP Program are students from partner high schools in Western and South Western Sydney. LEAP UP mentees are in years 9 to years 11 and are from refugee or refugee-like backgrounds.

Where are the sessions held?

Mentoring takes place at partner high schools. Here, mentors will work with two to three mentees simultaneously for one hour each week. Session days and times will be scheduled at a fixed time each week.

University Experience Day is a one-day event that will take place in the middle weeks of the program. This event invites mentees and their teachers on to Macquarie's campus for an engaging day of activities and gives mentees a taster of what university life in Australia is like. For many, this day is a transformative experience and complements the in-school mentoring sessions.

What do the sessions look like?

LEAP UP – Macquarie Mentoring Weekly Session Outline		
Week	Stage	Objective
Week 1	Mentee Orientation	Mentees develop a basic understanding of the program
Week 2	Developing Rapport	Mentees & Mentors get to know each other
Week 3	Discover	Discovering assets and strengths
Week 4	Dream	- Discuss aspirations, dreams - Set goals
Week 5 – Week 7	Design	Explore pathways & identify multiple ways to achieve goals Build skills in research, study, time management
Week 8 – Week 10	Deliver	Developing realistic educational aspirations
Week 11	Don't Settle	Reflection & future directions

**What is the commitment?**

- Be available one day a week for 3 to 4 hours during the semester for 10 weeks to attend in-school mentoring sessions at your allocated high school;
- Attend University Experience Day in full;
- Participate in pre and post briefing sessions, focus group and feedback sessions.

Program requirements of mentors:

- Undertake a satisfactory Working with Children Check prior to commencement of the Program;
- Complete compulsory online training (5 hours);
- Complete Workplace Health & Safety module;
- Attend one full day of face-to-face training;
- Participate in evaluation of the LEAP UP program.

What are the responsibilities of a LEAP UP mentor?

- Attend weekly mentoring sessions;
- Participate in weekly debrief sessions and any ongoing training as required;
- Plan for each mentoring session by using resources provided by the LEAP team, and where necessary, source own resources to respond to mentees interests;
- Provide non-judgmental support to mentees and act as a positive role model to encourage mentee to explore, identify and achieve their post-high school goals;
- Respect the privacy of the mentoring relationship and maintain confidentiality even after the program ends;
- Set clear boundaries in line with the Mentor Code of Conduct, and escalate issues to LEAP staff;
- Maintain regular contact with LEAP staff and Mentor Leader and provide information about the progress of the mentoring relationship.

Who will support me?

Mentors will be provided with consistent support throughout the Program through the following:

- LEAP Staff;
- Mentor Leader: Each mentoring group will have an allocated Mentor Leader who has participated in the program at least once before;
- Coordinating teacher: a contact at the high school will be present during each of the mentoring sessions;
- Resources: Mentors will have access to training materials and online resources.

Want to learn more?

If you have any questions, please get in touch with LEAP staff on leap@mq.edu.au or (02) 9850 7394.