

Person Specification for Sixth Form Learning Mentor

Qualifications:

	Essential	Desirable	A	I	R
1. Good basic level of education including GCSE or equivalent in Maths and English	✓		✓		
2. Evidence of a higher education degree or Level 4 qualification		✓	✓		

Professional knowledge and understanding, skills and attributes:

	Essential	Desirable	A	I	R
3. A knowledge of the current careers options for sixth form students.	✓		✓	✓	
4. Knowledge of the UCAS application process	✓				
5. Excellent interpersonal and communication skills, both written and spoken	✓		✓	✓	✓
6. The ability to work independently, take initiative and manage change	✓				
7. Competent ICT skills	✓				
8. The ability to manage workload effectively and prioritise tasks	✓			✓	✓
9. Behaviour management skills		✓	✓	✓	✓
10. The ability to plan and implement learning strategies		✓	✓	✓	
11. The ability to share knowledge to support colleague development	✓			✓	✓
12. The ability to work individually and as part of a team	✓				
13. Experience of working in an educational setting		✓		✓	✓
14. Experience of coaching and mentoring		✓		✓	✓
15. Learning strategies		✓		✓	

Personal skills and attributes:

	Essential	Desirable	A	I	R
16. High quality communication skills	✓			✓	
17. A sense of humour	✓		✓	✓	
18. A flexible and adaptable approach	✓			✓	✓
19. A desire to continue to learn and develop within the role	✓				✓
20. The ability to motivate others to perform and develop	✓			✓	
21. Resilience and determination to be successful	✓			✓	✓
22. The ability to work well under pressure	✓			✓	✓
23. Commitment to safeguard and promote the welfare of children and young people	✓			✓	

Note - The duties required of all teachers under Pay and Conditions legislation are a necessary part of this job description. This job description is not necessarily a comprehensive definition of the post. It will be during the first year and will be subject to modification and amendment after consultation with the post-holder.

Bold Statements are the main criteria used for shortlisting.

Non-bold statements are subsidiary criteria used for further refining the shortlist.

A = Application

I = Interview (including tasks)

R = Reference