



Holywell School
A Church of England School
Providing a Values-based education

LEARNING MENTOR – EBSNA

PERSON SPECIFICATION

SPECIFICATION	ESSENTIAL	DESIRABLE
Qualification / Training / Competences	<ul style="list-style-type: none">- Willingness to work flexibly when required.- Excellent numeracy and literacy skills / GCSE (Grade 5 or equivalent in Maths and English).- Willingness to undertake induction training.- Full driving licence and access to own transport to carry out home visits when required.	<ul style="list-style-type: none">- A level qualification or equivalent to- Evidence of school/education-related qualification or training.- Qualification in first aid at work, health and safety, fire prevention, IT user certificate (i.e. ECDL).- NVQ Levels 2,3 and 4 in Children's Care, Learning & Development or Health & Social Care, BTEC National Certificate or Diploma in Children's Care, Learning & Development or CACHE Certificate or Diploma in Childcare & Education.- Relevant qualifications in the field of supporting children with SEMH/SEN that demonstrates a thorough understanding of the needs of these students and how to support their progress.- Early Help training.- Training in facilitating parenting groups.
Relevant Experience	<ul style="list-style-type: none">- Two years' experience working with young people.- Experience of working with or caring for children or young people.- High standard of effective and sensitive communication with adults and children, both verbal and written, including appropriate record keeping.- Good team working skills and the ability to work independently.- Ability to facilitate discussion and lead small group sessions.- Proven ability to put in place professional boundaries.- Proven ability to build good working relationships.	<ul style="list-style-type: none">- Experience as a Learning Mentor (or similar), preferably in a secondary school.- Experience of working within a school- An understanding of 'Keeping Children Safe in Education'.- Experience using information recording systems such as CPOMS, SIMs.
Knowledge	<ul style="list-style-type: none">- Use of IT and related equipment.- Appropriate knowledge of first aid or willingness to attend course.- Ability to engage young people in education.- Focus students through aspiration-based goals.- Motivate students to re-engage in learning.	

Skills	<ul style="list-style-type: none"> - Willingness to develop knowledge of how to use specialist equipment / resources. - Ability to relate well to children and adults. - Work constructively as part of a team, understanding school roles & responsibilities and your own position within these. - Strong inter-personal skills. - Ability to identify own training & development needs & cooperate with the Line Manager to address these. - Team player. - To be able to work on initiative with the best interests of the pupils and school in mind.
Special Circumstances	<ul style="list-style-type: none"> - Occasional attendance at meetings outside normal hours.
Personal Attributes	<ul style="list-style-type: none"> - Excellent interpersonal skills - ability to communicate well with students, parents and staff. - Ability to inspire, challenge and motivate staff and students. - Ability to ask for advice and support where necessary. - Self motivating with a positive outlook. - Ability to work to deadlines and under pressure. - Empathy, patience, diplomacy, good listening skills, flexibility and ability to stay calm under pressure, - Commitment and enthusiasm. - Dependability and sound organisational skills. - Understanding of own strengths and areas for development. - Strong time management and organisational skills. - Administrative efficiency. - Ability to deal calmly with different situations as they arise. - An open and non-judgemental approach. - Willingness to learn new skills. - A good sense of humour.