



**Holywell School**  
A Church of England School  
Providing a Values-based education  
**LEARNING MENTOR – EBSNA**  
**PERSON SPECIFICATION**

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

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