

## Cheviot Learning Trust – Initial Teacher Training Mentor – PERSON SPECIFICATION

<b>Post Title</b>	Initial Teacher Training Mentor
<b>Workplace</b>	The Three Rivers Teaching School Hub

<b>Knowledge and Qualifications</b>	<b>Essential</b>	<b>Desirable</b>
Formal qualifications	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Educated to degree level	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Experience</b>	<b>Essential</b>	<b>Desirable</b>
Clerical and administration experience	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Experience of working with people (either in a paid or voluntary capacity)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Experience of working in a school/educational environment	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Clerical/financial/administrative experience gained within a school or educational setting	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Knowledge of trainee teacher progression routes	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Skills and Competencies</b>	<b>Essential</b>	<b>Desirable</b>
Good ICT and keyboard skills, including spreadsheets, word processing and databases	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ability to work with young adults and adults	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Good communication and interpersonal skills	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ability to work independently as well as part of a team	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Commitment to the provision of a quality service	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Willingness to participate in training and development	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Experience of educational ICT systems and/or other management information systems	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Knowledge of first aid	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Physical, Mental and Emotional Demands	Essential	Desirable
High personal motivation and commitment	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ability to prioritise own workload and manage own time effectively	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<p><b>Safeguarding Statement</b></p> <p>The Trust is committed to safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. The Trust is committed to safeguarding and promoting the welfare of children and young people and it expects staff and volunteers to share this commitment.</p>		