

PERSON SPECIFICATION

Job Title: Learning Mentor – Behaviour, Attendance and Inclusion

Grade: GR3a

CRITERIA	ESSENTIAL	DESIRABLE
<p>EXPERIENCE, SKILLS AND ABILITIES</p>	<p>Ability to work in an organised and methodical manner and maintain accurate records</p> <p>Ability to convey information clearly and accurately orally and in writing to a range of people</p> <p>Ability to take personal responsibility for organising day to day workload</p> <p>Ability to work effectively and supportively as a member of the school team</p> <p>Able to use own initiative to solve problems and respond proactively to unexpected situations.</p> <p>Able to deal calmly, tactfully and effectively with a range of people</p> <p>Ability to show sensitivity and objectivity in dealing with confidential issues</p> <p>Positive attitude to change.</p> <p>Empathy and understanding of the emotional needs of children.</p> <p>Flexible, enthusiastic, innovative and self-confident.</p> <p>Approachable and a good listener.</p>	<p>Professional knowledge of child protection procedures and safeguarding vulnerable young people</p>

<p>EDUCATION/ QUALIFICATIONS</p> <p>NB: Full regard must be paid to overseas qualifications</p>	<p>Good standard of literacy and numeracy</p> <p>NVQ Level 2/3</p> <p>Willingness to undertake further training as required.</p> <p>Willingness to undertake First Aid Training in order to become a First Aider in school.</p>	
<p>OTHER</p>	<p>Declared medically fit by the Occupational Health department to perform the duties of the post.</p> <p>Full driving licence and access to a car</p>	
<p>CONTRA INDICATION</p>	<p>Unsatisfactory clearance/completion of a DBS check.</p> <p>Eligibility to work – UK.</p>	