

Person Specification: Raising Achievement Mentor

	Essential/Desirable	Evidence
Qualification criteria: <ol style="list-style-type: none"> 5 good GCSEs including English and Maths at Grade C/5 or above (or equivalent). Excellent Microsoft Office (including Word and Excel) or similar skills. Eligible to work in the UK. 	<p>E</p> <p>D</p> <p>E</p>	Application form & evidence
Experience: <ol style="list-style-type: none"> Providing high quality administrative support. Experience of working in a school or pastoral support role. Working under a pressurised environment with meeting deadlines. Working with Local Authority and other educational or young person's support agencies. Experience of maintaining accurate records and filing systems. Experience of working with academic progress data and performance measures 	<p>E</p> <p>D</p> <p>E</p> <p>D</p> <p>E</p> <p>D</p>	Application form
Vision and Strategy: <ol style="list-style-type: none"> Vision aligned with Newlands Girls' School Vision and values Ideas for how to achieve exceptional outcomes. Understanding of how to, and commitment to, making regular contact with students and families. Vision of what makes a successful team, understanding school roles and responsibilities. Commitment to an inclusive ethos with regard to interventions and progress Good verbal and written communication skills appropriate to the need to communicate effectively with colleagues, students, other professionals. Commitment to CPD and training in strategies and techniques to support student progress. 	<p>E</p> <p>D</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>	Interview
Behaviours, Skills and Abilities: <ol style="list-style-type: none"> The ability to enthuse & inspire others and have a 'can do' attitude. The ability to follow direction and work in collaboration with line manager, leadership and pastoral team. The ability to work flexibly to support others and respond to unplanned situations. Understand the needs of pupils and work with them to improve their outcomes. Resilience and optimism to lead through day-to-day challenges in a busy school environment. 	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>	Interview

<p>22. The ability to take personal responsibility, a readiness to reflect and self-evaluate and the ability to change, improve and develop.</p> <p>23. Ability to show initiative and prioritise one's own work and that of others even when under pressure.</p> <p>24. Ability to use IT systems including databases and Microsoft Office products and produce system reports.</p> <p>25. Efficient and meticulous in organisation.</p> <p>26. High levels of honesty and integrity, confidence & self- motivation.</p> <p>27. Ability to record and convey accurate messages.</p> <p>28. Understanding and knowledge of confidentiality.</p> <p>29. A good standard of numeracy and literacy.</p> <p>30. The ability to absorb and understand a wide range of information.</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>	
<p>Other:</p> <p>31. The post holder must have a commitment to the highest standards of child protection and safeguarding. This post is subject to an enhanced DBS disclosure.</p> <p>32. Complete staff duty</p>	<p>E</p> <p>E</p>	<p>Interview</p>