

Person Specification: Raising Achievement Mentor



	Essential/Desirable	Evidence
Qualification criteria:		
1. 5 good GSCEs including English and Maths at Grade C/5 or above (or equivalent).	E	Application form & evidence
2. Excellent Microsoft Office (including Word and Excel) or similar skills.	D	
3. Eligible to work in the UK.	E	
Experience:		Application form
4. Providing high quality administrative support.	E	
5. Experience of working in a school or pastoral support role.	D	
6. Working under a pressurised environment with meeting deadlines.	E	
7. Working with Local Authority and other educational or young person's support agencies.	D	
8. Experience of maintaining accurate records and filing systems.	E	
9. Experience of working with academic progress data and performance measures	D	
Vision and Strategy:		Interview
10. Vision aligned with Newlands Girls' School Vision and values	E	
11. Ideas for how to achieve exceptional outcomes.	D	
12. Understanding of how to, and commitment to, making regular contact with students and families.	E	
13. Vision of what makes a successful team, understanding school roles and responsibilities.	E	
14. Commitment to an inclusive ethos with regard to interventions and progress	E	
15. Good verbal and written communication skills appropriate to the need to communicate effectively with colleagues, students, other professionals.	E	
16. Commitment to CPD and training in strategies and techniques to support student progress.	E	
Behaviours, Skills and Abilities:		Interview
17. The ability to enthuse & inspire others and have a 'can do' attitude.	E	
18. The ability to follow direction and work in collaboration with line manager, leadership and pastoral team.	E	
19. The ability to work flexibly to support others and respond to unplanned situations.	E	
20. Understand the needs of pupils and work with them to improve their outcomes.	E	
21. Resilience and optimism to lead through day-to-day challenges in a busy school environment.	E	

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