

Person Specification Behaviour Mentor

All criteria are essential.

Attributes	Description
Qualifications, Knowledge, Training & Experience	<ol style="list-style-type: none"> 1. GCSE C or above, in English and Maths, or equivalent 2. Knowledge of Microsoft software packages 3. First aid training (or willingness to complete it)
Personal Skills & Qualities	<ol style="list-style-type: none"> 4. Good verbal and written communication skills 5. Ability to work effectively with other adults internally within the school 6. Good self-organisational skills 7. Good planning skills to support the student within the relevant curriculum requirements 8. Ability to plan and manage own time effectively 9. Ability to work effectively under pressure and remain calm 10. Ability to follow instructions accurately 11. Ability to deal with unexpected problems 12. Ability to respond to urgent requests and re-prioritise in order to assist students, colleagues and management 13. Working with children or young people 14. Working and collaborating within a team
General	<ol style="list-style-type: none"> 15. Demonstrate a commitment to equality 16. Understanding of Health & Safety 17. Understand and implement child protection procedures 18. Understand procedures and legislation relating to confidentiality 19. Be prepared to develop and learn in the role and attend any relevant training and gain any relevant qualifications