

PERSON SPECIFICATION

Job Title: Senior Learning Mentor

Grade: GR4

Method of Assessment (M.O.A.)

AF = Application Form; I = Interview; T = Test or Exercise; P = Presentation

CRITERIA	ESSENTIAL	DESIRED	M.O.A.
EXPERIENCE (Relevant work and other experience)	Experience of working successfully in mentoring within education.		AF/I
SKILLS AND ABILITIES (E.g. Written communication skills, dealing with the public)	A vision for developing targeted interventions to remove barriers to learning.	Experience of working in a large school.	AF/I
	Experience of successfully developing whole school strategies to improve outcomes for students.	Commitment to undergo training/ professional development	AF/I
	Proven track record of re-engaging and raising outcomes for students experiencing barriers to learning within an 11-19 environment.	Experience of safeguarding and or role of DSL	AF/I
	Success at leading and developing a team.		AF/I
	Experience in developing links with stakeholders to raise the outcomes for students.		AF/I
	Minimum English GCSE grade 4/C or equivalent		AF/I
	Minimum Maths GCSE grade 4/C or equivalent		AF/I
	Ability to keep accurate records.		AF/I
	Knowledge and practical skills using range of ICT, including CMIS, including ability to input, extract and interpret data.		AF/I
	Ability to devise and introduce new procedures and systems.		AF/I
	Enthusiastic and flexible approach and attitude.		AF/I
	Good interpersonal and communication skills.		AF/I

	Able to accept instructions as appropriate. Good sense of humour!		
TRAINING	A desire to increase knowledge and skills		AF/I
EDUCATION/ QUALIFICATIONS NB: Full regard must be paid to overseas qualifications	Good standard of education including English. NVQ Level 2/3 Willingness to undertake further training as required. Willingness to undertake First Aid Training in order to become a First Aider in school.		
OTHER	Eligibility to work within UK		AF/I
CONTRA INDICATION	Unsatisfactory clearance/completion of a CRB check		AF/II/CRB Form

**ALL STAFF ARE EXPECTED TO BE COMMITTED TO THE CITY COUNCIL'S
EQUAL OPPORTUNITIES POLICY AND ADHERE TO THE SAFEGUARDING OF
CHILDREN PROCEDURES**

COMPILED BY: _____ DATE: _____

(Shortlisting/Interviewing Panel): _____ DATE: _____