

Person Specification	Learning Mentor
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Key	E (Essential) D (Desirable) A (Application Form) I (Interview)
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	Qualifications	E	D	A	I
1	5 A* - C GCSE or equivalent including Maths and English	✓		✓	✓
2	Counselling qualification.		✓	✓	
3	NVQ Level 3 qualification or other equivalent qualification in child care and education	✓			✓
4	First Aid qualification		✓	✓	
5	Valid UK driving licence	✓		✓	
	Successful Experience	E	D	A	I
6	Able to demonstrate experience of working and dealing sensitively with families, staff and pupils	✓		✓	✓
7	Experience of working in a school	✓			✓
8	An awareness of issues affecting parents and children	✓		✓	✓
	Knowledge and Understanding: Able to evidence and apply up to date secure knowledge and understanding of:	E	D	A	I
9	Awareness of Safeguarding and Health and Safety legislation	✓			✓
10	Safe working practices to ensure the safety of all children at all times.	✓			✓
	Skills Able to evidence and demonstrate the ability to:	E	D	A	I
11	Plan, prioritise and organise own work schedule	✓		✓	✓
12	Comply with the school's Positive Behaviour policy	✓			✓
13	Build good relationships with relevant adults (families, parents, other professionals)	✓		✓	✓

14	Clarify and clearly explain instructions to pupils	✓			✓
15	Attend parents' meetings and reviews as required	✓		✓	
16	Communicate effectively in the English language, both verbally and in writing with all children and adults.	✓		✓	✓
17	Ability to use Microsoft Word, SIMS, Excel and other appropriate software effectively	✓		✓	
18	Work as an effective team member and independently according to the relevant circumstances	✓			✓
19	Undertake administrative procedures as required to ensure accurate record keeping and assessment.	✓		✓	
20	Prepare suitable learning procedures as required in order to enhance teaching and learning.	✓		✓	
21	Understand the School's Health and Safety policy and other relevant policies and apply them effectively and as appropriate	✓			✓
	<b>Attitudes and Approaches</b> The successful candidate will:	<b>E</b>	<b>D</b>	<b>A</b>	<b>I</b>
22	Be able to respond sensitively to children, other staff, parents and the wider school community	✓			✓
23	Enjoy working with children and motivating them to achieve	✓		✓	✓
24	Have genuine concern for the educational progress of children irrespective of their background or ethnicity	✓		✓	✓
25	Have high personal standards including attendance and reliability	✓			
26	Have excellent personal presentation and personal hygiene.	✓			✓
27	Demonstrate a positive approach with enthusiasm, energy and perseverance and maintain appropriate professional boundaries in relationships with children.	✓			✓
28	Committed to safeguarding and promoting the welfare of children and successfully DBS cleared.	✓			✓