



Person Specification LEARNING MENTOR

Job Title:

Learning Mentor

Job Number:

Department/Directorate:

Children, Learning & Young
People

Post Number:

Service:

Schools

Grade:

5

Location: Eastern Green Junior School

	Job Requirements
Knowledge:	<ul style="list-style-type: none"> • An understanding of the many challenges facing vulnerable children • An understanding of mentoring and how to build successful relationships with vulnerable children • An understanding of the work of the range of agencies and activities that provide support to vulnerable children • An awareness and understanding of the English and mathematics curriculum • An awareness of the use of CPOMS • An understanding of the role of DSL
Skills and Abilities:	<ul style="list-style-type: none"> • To devise and implement action plans for individual pupils • Good verbal and written communication skills in face to face situations, and in the production of accurate written records and formal notes, and the provision of support to the senior management team • To engage constructively with, and relate to, a range of vulnerable pupils who may be disaffected from school or disengaged from the learning process, and with their families and carers • To identify and set targets for the development for individual pupils • To maintain a professional working distance whilst fostering close working relationships • To work effectively with teachers and senior managers within the school • To motivate self and others to achieve change • To work effectively and network with a wide range of support services • To develop productive and supportive relationships with young people • Efficient IT skills including word processing, Outlook and an ability to access information via the Internet • Able to work independently on own initiative also as part of a team • Excellent organisational skills and the ability to maintain an efficient and professional working environment • Ability to prioritise own workload and meet deadlines/targets as necessary
Experience:	<ul style="list-style-type: none"> • Relevant work with children: experience in one of a range of fields such as education, youth work, health and social work • Individual support for children and young people

Educational/ Qualifications:	<ul style="list-style-type: none"> • A relevant qualification in working with children at NVQ Level 3 or above or evidence of equivalent experience in a professional environment • GCSE in English and mathematics (or equivalent) • Driver's Licence and access to a vehicle
Special Requirements:	<ul style="list-style-type: none"> • A willingness to participate in in-service training and professional development to keep abreast of new initiatives and educational thinking • The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. <p>This post is exempt from the provisions of the Rehabilitation Offenders Act 1974. A Criminal Record Disclosure will be required prior to appointment</p>

Date Reviewed: September 2020