

## Person Specification

<b>Job Title:</b>	Learning Mentor	<b>Job Number:</b>
<b>Department/Directorate:</b>	Children, Learning & Young People	<b>Post Number:</b>
<b>Division/Section/Group/Team:</b>		<b>Grade:</b> 5
<b>Location:</b>	St Elizabeth's Catholic Primary School	

	<b>Job Requirements</b>
<b>Knowledge:</b>	<ul style="list-style-type: none"> <li>• An understanding of the challenges facing young people from a disadvantaged community</li> <li>• An understanding of mentoring relationships with disadvantaged children</li> <li>• An understanding of the range of agencies and activities that provide support to vulnerable pupils</li> <li>• An understanding of Common Assessment Framework and Early Help</li> <li>• A working knowledge of policies and codes of practice in areas specific to the post</li> <li>• An understanding of relevant legislation in relation to the post</li> <li>• A working knowledge of national curriculum and other relevant learning programmes</li> <li>• An understanding of recruitment and selection procedures in relation to the deployment of other Learning Mentors within the school and contribution to their induction</li> <li>• A working knowledge of literacy and numeracy National Curriculum</li> </ul>

<b>Skills and Abilities:</b>	<ul style="list-style-type: none"> <li>• To devise and implement action plans for individual pupils</li> <li>• Very good verbal and written communication skills in face to face situations and group work, the production of accurate records, draft action plans and by contributing to reports for senior management team and governors.</li> <li>• To engage constructively with, and relate to, a range of young people who may be disaffected from school or disengaged from the learning process, and with their families and carers</li> <li>• To identify and set targets for the development for individual pupils</li> <li>• To work effectively with teachers and senior managers within the school</li> <li>• To work effectively and network with a wide range of support services</li> <li>• To develop productive and supportive relationships with young people</li> <li>• Good IT skills including the ability to utilise word processing, power point outlook, the Internet, the school IT system and other packages as appropriate</li> <li>• To work independently with minimum supervision but also as part of a team</li> </ul>
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	<ul style="list-style-type: none"> <li>• To evaluate own learning needs</li> <li>• To prioritise own workload and meet deadlines/targets as necessary</li> <li>• Supervisory skills – to effectively organise small team workloads, staff development and support staff welfare within the team.</li> <li>• Presentation skills and the ability to support the delivery of strategy</li> </ul>
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<b>Experience:</b>	<ul style="list-style-type: none"> <li>• Some supervisory experience</li> <li>• A minimum of 1 year working as a Learning Mentor or equivalent experience in a related area, such as education, youth work, health and social work.</li> <li>• Evidence of supporting Literacy and/or Numeracy provision</li> <li>• Individual support for children and young people</li> </ul>
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<b>Educational:</b>	<ul style="list-style-type: none"> <li>• A relevant qualification in working with children at NVQ2 Level or above or evidence of equivalent experience in a professional environment</li> <li>• Evidence of training and development undertaken with regard to the role of Learning Mentor</li> </ul>
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<b>Special Requirements:</b>	<ul style="list-style-type: none"> <li>• Willingness to undertake further study for development</li> <li>• Valid driving license, where appropriate.</li> <li>• The school and Holy Cross MAC is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.</li> <li>• This post is exempt from the provisions of the Rehabilitation Offenders Act 1974. A Criminal Record Disclosure will be required prior to appointment.</li> </ul>
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**Date Reviewed:** November 2021