

## Person Specification

<b>Job Title:</b>	Learning Mentor	<b>Job Number:</b>	L3315D
<b>Directorate:</b>	People	<b>Post Number:</b>	
<b>Service:</b>		<b>Grade:</b>	5
<b>Location:</b>	Holbrook Primary School		

Area	Description	Criteria will be measured by:
<b>Knowledge:</b>	<ul style="list-style-type: none"> <li>An understanding of the challenges facing young people from a disadvantaged community</li> </ul>	Application/ Interview/Task/ Observation
	<ul style="list-style-type: none"> <li>An understanding of mentoring relationships with disadvantaged children and their families</li> </ul>	App/Int
	<ul style="list-style-type: none"> <li>An understanding of the range of agencies and activities that provide support to vulnerable pupils</li> </ul>	Int/Task/Obs
	<ul style="list-style-type: none"> <li>An understanding of Early Help</li> </ul>	App/Int/Task/Obs
	<ul style="list-style-type: none"> <li>A working knowledge of policies and codes of practice in areas specific to the post (including the Coventry Attendance Strategy)</li> </ul>	App/Int
	<ul style="list-style-type: none"> <li>An understanding of relevant legislation in relation to the post</li> </ul>	App/Int
<b>Skills and Abilities:</b>	<ul style="list-style-type: none"> <li>To devise and implement action plans for individual pupils and their families</li> </ul>	Task/Obs
	<ul style="list-style-type: none"> <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> </ul>	App/Int/Task/Obs
	<ul style="list-style-type: none"> <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> </ul>	App/Int
	<ul style="list-style-type: none"> <li>To identify and set targets for the development for individual pupils</li> </ul>	Task/Obs
	<ul style="list-style-type: none"> <li>To work effectively with teachers and senior managers within the school</li> </ul>	App/Int
	<ul style="list-style-type: none"> <li>To work effectively and network with a wide range of support services</li> </ul>	App/Int
	<ul style="list-style-type: none"> <li>To develop productive and supportive relationships with young people</li> </ul>	App/Int
	<ul style="list-style-type: none"> <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 (SIMS, School Comms experience is desirable)</li> </ul>	App/Task/Obs

	<ul style="list-style-type: none"> <li>To work independently with minimum supervision but also as part of a team</li> </ul>	App/Int
	<ul style="list-style-type: none"> <li>To evaluate own learning needs</li> </ul>	App/Int
	<ul style="list-style-type: none"> <li>To prioritise own workload and meet deadlines/targets as necessary</li> </ul>	Task
	<ul style="list-style-type: none"> <li>Supervisory skills – to effectively organise team workloads, staff development and support staff welfare within the team.</li> </ul>	Int
	<ul style="list-style-type: none"> <li>Presentation skills and the ability to support the delivery of strategy</li> </ul>	Task

<b>Experience:</b>	<ul style="list-style-type: none"> <li>Evidence of implementing strategy and initiatives.</li> </ul>	App/Int
	<ul style="list-style-type: none"> <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> </ul>	App
	<ul style="list-style-type: none"> <li>Evidence of working as part of a team</li> </ul>	App
	<ul style="list-style-type: none"> <li>Individual support for children and young people</li> </ul>	App

<b>Educational:</b>	<ul style="list-style-type: none"> <li>A relevant qualification in working with children at NVQ2 Level/National Qualifications Framework (NQF) Level 2 or above or evidence of equivalent experience in a professional environment</li> </ul>	App
	<ul style="list-style-type: none"> <li>Evidence of training and development undertaken with regard to the role of Learning Mentor or improving own performance in the workplace</li> </ul>	App
	<ul style="list-style-type: none"> <li>A minimum of GCSE English A – C or equivalent</li> </ul>	App

<b>Special Requirements:</b>	<ul style="list-style-type: none"> <li>Willingness to undertake further training as appropriate</li> <li>Valid driving license, with access to a car preferable</li> <li>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.</li> </ul>	Int App Int
	<ul style="list-style-type: none"> <li>This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. A Disclosure and Barring check will be required prior to appointment.</li> </ul>	

**Date Reviewed:** November 2021

**Updated:**