

PERSON SPECIFICATION

Post: LEARNING MENTOR LEVEL

Post No. _____

School FRJS

School Dept. _____

Personal Attributes Required (considerations)	Essential (E) or Desirable (D)	Method of Assessment (suggested)
<u>QUALIFICATIONS/TRAINING</u>		
Level 2 qualification or equivalent in Maths/Numeracy and English/literacy.	E	AF
Level 3 LDSS or equivalent qualification of working with young people.	E	AF
Level 4 LDSS or equivalent qualification of working with young people.	D	AF
Evidence of Continuous Professional Development.	E	I
<u>EXPERIENCE</u>		
Proven track record of working with children and young people.	E	AF + I
Understanding of principles of child development, learning styles and independent learning.	E	AF + I
Understanding of inclusion, especially within a school setting.	E	AF + I
Working knowledge of relevant policies/codes of practice/legislation.	E	AF + I
Understanding of statutory framework relating to teaching and learning.	E	AF + I
Ability to relate well to children and adults.	E	AF + I

<u>SKILLS/KNOWLEDGE/APTITUDES</u>		
<p>Communication & Influence Selects the appropriate content and delivery style to communicate ideas, plans and decisions. Ensures communication delivers the right sense of urgency and importance. Speaks and writes in a way that results in an effective action. Asks questions to check understanding of the message and understands the importance and benefit of two-way communication.</p>	E	AF + I
<p>Team working Builds trust and respect with individuals throughout the school, developing collaborative and consultative working relationships. Communicates openly and interactively, listening carefully to others and valuing their opinion. Openly shares information and own expertise with others to enable them to achieve their goals.</p>	E	AF + I
<p>Organisational awareness Keeps up to date with educational developments, analysing and interpreting how this impacts on own area of responsibility. Uses this external awareness to see new and different possibilities, thinking laterally to develop creative and innovative ideas and practical solutions to meet the needs of the school. Regularly networks inside and outside the school to exchange ideas and information.</p>	E	AF + I
<p>Adaptability Contributes personally to the change process. Helps others to understand the need and reasons for the change. Effectively implements new ideas and methods to adapt working practices. Helps plan, develop, set up and monitor systems and processes to effect change. Challenges existing practices and conventional thinking.</p>	E	AF + I

<p>Use of technology Is able to use and understands the purpose of Information Communication Technology (ICT) and is able to develop the use of technology within own workplace by utilising a variety of standard software available. Can manipulate data and extract information, which is then presented in an appropriate format. Can share skills and knowledge within the workplace and provides advice and guidance to others.</p> <p>Professional Values and Practice Demonstrates high expectations for all pupils. Ability to build and maintain successful relationships with people, treat them consistently, with respect and consideration. Ability to work collaboratively with colleagues and carry out the role efficiently, knowing when to seek help and advice. Ability to improve own practice through observations, evaluation and discussion with colleagues.</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p>	<p>AF + I</p> <p>AF + I</p> <p>AF + I</p> <p>AF + I</p>
<p><u>SPECIAL REQUIREMENTS</u></p> <p>Willingness to undertake appropriate first aid training.</p> <p>Required to complete Support Staff Induction Programme.</p>	<p>E</p> <p>E</p>	<p>I</p> <p>I</p>

Prepared by: _____

Date: _____

AF = Application Form
I = Interview
T = Test
P = Presentation