

E – Essential

* D - Desirable
* **ACADEMIC MENTOR**

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| * **Qualifications** * **Abilities** * **Experience** | To have formal qualifications up to A level or relevant experience  Degree or equivalent  A knowledge of the National Curriculum and other learning programmes and/or work based and activity based learning.  The ability to work as a member of a Team.  The ability to be able to mange work of competing priorities in an effective manner  To have the ability to recognise potential barriers to learning and develop strategies to overcome these barriers.  To be able to track, monitor and evaluate student progress through the progress reporting system.  To be able to mentor the learning of students where appropriate.  To be able to establish and develop successful working relationships with students, parents/carers, teachers and support staff in a variety of situations.  To have experience of following procedures and instructions.  To have experience of mentoring young people.  To have experience of establishing and maintaining accurate records.  To have a commitment to equal opportunities and knowledge of the issues.  To have experience of following specific administrative procedures.  To have good experience of using ICT i.e. word processing programmes. | **E**  **D**  **D**  **E**  **E**  **E**  **E**  **E**  **E**  **E**  **D**  **E**  **E**  **E**  **E** |