



PERSON SPECIFICATION

Job Title: Learning Mentor

Job No:

Grade: GR3

Division:

No of Post:

Section:

	Essential	Desirable
Qualifications		
Relevant training for working with young people aged between 11-19	x	
NVQ level 3 accreditation in a relevant subject or area	x	
Experience		
Experience of working with young people aged 11-19	x	
Proven track record of successfully working with disaffected young people	x	
Experience of working in a secondary school setting		x
Skills / Abilities / Knowledge		
An ability to communicate effectively with students, students, parents and multi agencies	x	
An ability to work autonomously and as part of a team	x	
Good organisation, time management, communication and interpersonal skills.	x	
Good research and planning skills	x	
Knowledge of the main aspects of the organisation of secondary schools		x
Knowledge of the principles involved in giving advice and guidance to young people including the place of confidentiality and sharing information	x	
Knowledge of the rights and responsibilities of parents		x
The ability to liaise with and gain the confidence of all school staff	x	
A clear understanding of the factors which lead to educational disaffection in young people	x	
Knowledge and understanding of strategies to remove barriers to learning in young people	x	
Knowledge of the range of additional support/agencies available for students		x
Good ICT skills	x	
Knowledge of career and further/higher education opportunities open to young people		x
The ability to work flexibly	x	
The ability to find creative and imaginative solutions to problems		x

The ability to produce detailed, concise evaluative reports of the Programme	x	
Attitudes		
A commitment to and an enthusiasm for the post	x	
Adaptability and a professional approach to the responsibilities of the post.	x	
An understanding of and commitment to the equal opportunities policies of the LA, and the School	x	
An eagerness to gain experience, expertise and professional development through this position.	x	
Other Factors		
Attendance at some evening and early morning meetings may be required.		

The successful candidate must pass enhanced DBS check.