



Brackenhill Primary School Personnel Specification Learning Mentor

Factor	Essential	Desirable	Means of assessment
QUALIFICATIONS/EDUCATION	<ul style="list-style-type: none"> GCSE English and Maths level C or above or equivalent or relevant qualification at NVQ level 3 	<ul style="list-style-type: none"> Social work, Youth Work, Counselling, Teaching or Mentoring qualification and/or experience Driving licence 	Application Form, Letter of Application, References, Selection Process
EXPERIENCE/KNOWLEDGE	<ul style="list-style-type: none"> Recent, relevant experience of working with children 	<ul style="list-style-type: none"> Recent work in school or other organisation with children/young people to promote learning Recent and appropriate experience of enabling families/carers to access support agencies 	Application Form, Selection Process, References
TRAINING	<ul style="list-style-type: none"> Willingness to undertake further training Must have a valid first aid certificate or be willing to undertake first aid training and deliver first aid duties in school Must be willing to undertake training for and perform fire marshal duties 	<ul style="list-style-type: none"> Ability to identify own needs and initiate own professional development Nurture Training/Boxall Team Teach 	Application Form, Selection Process, References
PRACTICAL AND INTELLECTUAL SKILLS	<ul style="list-style-type: none"> To have the ability to identify existing and potential barriers to learning and jointly engage strategies to overcome these barriers. To be literate and numerate and be able to produce comprehensive action plans and reports. To have good organisation skills. 	<ul style="list-style-type: none"> To have specific skills in sports activities 	Application Form, Selection Process

	<ul style="list-style-type: none"> To be able to communicate effectively with a range of adults and young children. To be willing to commit time and energy into mentoring and associated training. To be able to use ICT effectively within the post. To have interest in sports activities. 		
SPECIAL KNOWLEDGE	<ul style="list-style-type: none"> Knowledge of the development of children and their needs Knowledge of school/education provision Knowledge of the Bradford equal opportunities policies 	<ul style="list-style-type: none"> Knowledge of how to access support 	Application Form, Letter of Application, References, Selection Process
PERSONAL CIRCUMSTANCES	<ul style="list-style-type: none"> To be able to work in a flexible way, which may involve working out of school hours by negotiation 	<ul style="list-style-type: none"> None 	References, Selection Process
DISPOSITION AND ATTITUDE	<ul style="list-style-type: none"> To be friendly, approachable, non-judgmental and engage constructively with young children and families/carers from different ethnic and social backgrounds To respect confidentiality To have a mature disposition and be able to offer secure and sensitive guidance to children To have a commitment to help children achieve their potential To have the ability to work with, and command the confidence of, all, all colleagues within school To remain calm under pressure and have a good sense of humour To show initiative to act within the philosophy of the programme and be able to work pro-actively and independently To demonstrate resilience To be able to evaluate the effectiveness of one's work To demonstrate commitment to the Bradford equal opportunities policies To be flexible and willing to accept change 	<ul style="list-style-type: none"> None 	Letter of Application, References, Selection Process
PHYSICAL	<ul style="list-style-type: none"> Ability to cope with the requirements of the post and able to engage in sports and outdoor activities with children 	<ul style="list-style-type: none"> None 	Application Form, Selection Process