# Employee Specification

**Learning Mentor**

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|  | **Attribute** | **Essential/**  **Desirable** | **How Identified** |
| Professional Characteristics | Genuine desire to work closely with young children | E | Application  Interview |
|  | A commitment to and an enthusiasm for the post | E | Application  Interview |
|  | Respect for the child as an individual and the customs, values and beliefs of child and family | E | Application  Interview |
|  | Ability to be self motivated, focused and use initiative | E | Application  Interview |
|  | Ability to work in and contribute positively to a team | E | Application  Interview |
|  | An eagerness to gain experience, expertise and professional development through this position. | E | Application  Interview |
|  | Demonstrate high professional standards of time keeping and reliability | E | Reference |
|  | Good research and planning skills | E | Application  Interview |
|  | Adaptability and a professional approach to the responsibilities of the  post | E | Application  Interview |
|  | Good communication and interpersonal skills. | E | Application  Interview |
|  | Knowledge of the principles involved in giving advice and guidance to pupils, including the place of confidentiality and sharing information |  |  |
| Training & Qualifications | Evidence of relevant experience, employment and/or training | E | Application |
| Experience | Experience of working closely with Primary aged children in small groups and individually | E | Application  Interview |
|  | Experience of working closely with and for another adult | E | Application  Interview |
|  | Proven track record of working with children with additional learning needs needs and/or challenging behaviour | E | Application  Interview |
|  | Experience of IT and clerical duties | D | Application |
| Skills & Knowledge | Have knowledge and understanding of the barriers to learning exhibited by some children | E | Application  Interview |
|  | Be able to communicate well with children and develop their social, emotional skills, confidence and self-esteem | E | Application  Interview |
|  | Ability to ensure the welfare and safety of the children | E | Application |
|  | Ability to liase effectively with parents and staff | E | Application  Interview |
|  | Ability to implement positive behaviour strategies | E | Application  Interview |
|  | Some knowledge and understanding of the National Curriculum Literacy and Numeracy Strategies | E | Application  Interview |
|  | The ability to find creative and imaginative solutions to problems | E | Application  Interview |