

Person Specification
Learning Mentor

General Heading	Detail	Examples
Qualifications & Experience	Specific qualifications & experience	Successful experience working with children in a school/early years environment NVQ Level 3 in learning support/early years/behaviour support or equivalent qualification/experience Completion of DCSF induction programme
	Knowledge of relevant policies and procedures	Being aware of and working with the service policies in relation to Inclusion, Child Protection and physical contact with pupils.
	Literacy	NVQ Level 3 in English or equivalent
	Numeracy	NVQ Level 3 in Maths or equivalent
	Technology	Good working knowledge of ICT to support learning
Communication	Written	Ability to write detailed reports, letters and complete returns.
	Verbal	Ability to use clear language to communicate information unambiguously Ability to listen effectively
	Languages	Specialist language/communication skills if appropriate
	Negotiating	Ability to negotiate effectively with adults and children
Working with children	Behaviour Management	Ability to demonstrate a range of effective behaviour management strategies
	SEN	Ability to demonstrate that you encourage the inclusion of pupils with emotional and/or behavioural difficulties in a mainstream setting
	Curriculum	Good understanding of the school curriculum Good working knowledge of specialist curriculum area(s) if appropriate
	Child Development	Good understanding of child development Ability to assess progress and performance and recommend appropriate strategies to support development

	Health & Well being	Understand and support the importance of physical and emotional wellbeing programme
Working with others	Working with partners	Ability to make a proactive contribution to the work of the team supporting children, their families and carers Ability to work with parents and carers to improve support for children
	Relationships	Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults
	Team work	Ability to make an distinctive contribution to the work of a team
	Information	Contribute to the development and implementation of effective systems to share and safeguard information
Responsibilities	Organisational skills	Excellent organisational skills Ability to remain calm under pressure
	Line Management	Ability to manage and support the work of others
	Time Management	Ability to plan and manage own time effectively Ability to meet deadlines
	Creativity	Demonstrate a highly creative approach to supporting children and an ability to resolve problems independently
General	Equalities	Awareness of and promotion of equality
	Health & Safety	Good understanding of Health & Safety
	Child Protection	Developed understanding and effective implementation of child protection procedures
	Confidentiality/Data Protection	Understand and comply with procedures and legislation relating to confidentiality
	CPD	Demonstrate a clear commitment to develop and learn in the role Ability to effectively evaluate own performance