**PERSON SPECIFICATION**

**Job Title: Academic Mentor**

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|  | **Job Requirements** | **Measurement** |
| **Knowledge** | * Understanding of relevant codes of practice, legislation and School organisational initiatives * An understanding of the many challenges facing vulnerable children * An understanding of mentoring and how to build successful relationships with vulnerable children * An understanding of the work of the range of agencies and activities that provide support to vulnerable children • * An awareness and understanding of the national curriculum (both KS3 and KS4) | A I  A I |
| **Experience** | * Proven experience of working successfully with disaffected students, including those with challenging behaviour * Experience of working with students with vulnerable students – (At Least 2 years’ experience of working with young people as a Learning Mentor or other youth / social work Background) | A, I  A, I, R |
| **Skills & Abilities** | * Good organisational skills * Excellent IT skills * Ability to engage with students of 11-18 age range * Commitment to effective learning strategies within the school * Patience, determination and tact – with students and colleagues * Ability to quickly establish positive working relationships with students, staff, parents and a wide range of people from within and outside the school * Ability to handle difficult situations with sensitivity, confidentiality and discretion at all times, combined with a calm personality, a practical approach and sound judgement * Ability to be a good role model to young people and to demonstrate and promote positive values, attitudes and behaviour * Ability to maintain a non-confrontational approach * A commitment to equal opportunities * A commitment to high standards * Good written and verbal communication skills * Good time management * Work constructively in a team * Ability to use initiative | A,I,R |
| **Personal Qualities** | * Engaging personality to whom students respond * Friendly and approachable * Organised * Calm under pressure * A sense of humour * Willingness to work hard for sustained periods | I  I R  A R  I  I  I |
| **Educational** | * GCSE grade C or above in Maths and English (or equivalent) * Additional subjects at GCSE grade C or above (or equivalent) | Certificates  A I |
| ***Special Requirements*** | *This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. A satisfactory Enhanced Criminal Record check but he Disclosure & Barring Service (DBS) will be required prior to appointment.* | *DBS* |

***A= Application I = Interview R = References***