**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 IA 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, IA, 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
 | II RA RIII |
| **Educational** | * GCSE grade C or above in Maths and English (or equivalent)
* Additional subjects at GCSE grade C or above (or equivalent)
 | CertificatesA 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***