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**MOUNT ST MARY’S CATHOLIC HIGH SCHOOL**

**READING MENTOR & LIBRARY ASSISTANT - PERSON SPECIFICATION**

In addition to candidates’ ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children including:

* Motivation to work with children and young people
* Ability to form and maintain appropriate relationships and personal boundaries with children and young people.

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| **Attributes** | **Essential** | **Desirable** | **Evidence** |
| Education, Training and Qualifications | * 5 x GCSEs including Maths and English
* Relevant qualification and/or experience
 |  | Application form and letterInterview |
| Experience and knowledge | * An understanding of the issues children and young people face
* A wide knowledge of different fiction and non-fiction texts
 | * Experience working in an educational setting or other relevant environment providing a range of support/interventions to children and young people
* Experience of supporting literacy/numeracy skills
* Experience of working within a team
* Experience of supporting events and/or external visits for small groups of students
* Knowledge and experience of literacy/reading programmer
* Knowledge of teaching English as a Foreign Language or supporting weaker readers
 | Application form and letterInterviewReference |
| Skills and Abilities | * A passionate reader
* Excellent organisation skills and ability to work to tight deadlines under pressure
* Good numeracy, literacy and presentation skills
* Ability to respond flexibly as needs arise and to be confident working with individuals, groups and whole class if required
* Willingness to undertake training to aid professional development
* Very good ICT skills
 | * Ability to utilise a range of software to help promote reading and relevant events
 | Application form and letterInterviewReference |
| Other Personal Attributes | * Excellent interpersonal skills
* Can demonstrate the ability to work well with adults (including parents), young people and others to enhance student achievement, wellbeing, attendance and behaviour
* To act professionally at all times and lead by example
* To have high personal standard of dress and also expect high standards in students
* Experienced in life’s challenges and possess the ‘life skills’ to guide and support students to become ‘work ready’
* Dedicated, reliable and willing to go the ‘extra mile’ to see the job through
* Effective team player
* Hardworking, committed, personable, cheerful, discreet and confident
* Understands the importance of confidentiality
* Able to tackle different situations/individuals and resolve issues
* Can demonstrate a problem solving, can do approach
* Can demonstrate and act upon own initiate within the boundaries of school policy
* Good health and record of attendance
* The ability to plan and deliver resources sessions for individuals or small groups
 |  | Application form and letterInterviewReference |