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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 letter  Interview |
| 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 letter  Interview  Reference |
| 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 letter  Interview  Reference |
| 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 letter  Interview  Reference |