



Person Specification

Sixth Form Mentor

Specification	Essential	Desirable
Education/ Training	<ul style="list-style-type: none">• GCSE Grade C in English and Maths or equivalent• Appropriate experience in administration• Excellent I.T. skills (Microsoft office, email, internet etc.)	
Experience	<ul style="list-style-type: none">• Proven track record of working with a team• Excellent verbal and written communication skills• Working with children of the relevant age, and managing situations relating to challenging behaviour• Assessing students' needs and barriers to learning• Delivering programmes with students with challenging behaviour, including one-to-one, small group and whole-class activities• Coaching and advising staff on suitable behaviour interventions• Working closely with families/carers, including carrying out home visits• Working collaboratively with outside agencies and participating in meetings	<ul style="list-style-type: none">• Experience of working in a school setting• Knowledge of MIS database• Experience of administering and updating students records• Experience of writing IEP's
Knowledge	<ul style="list-style-type: none">• Interest/ willingness to work with children• Computer literacy to a good level• Willingness to learn/undertake training• Understanding of and willingness to work within confidential climate	<ul style="list-style-type: none">• Knowledge of the code of practice
Skills/ Attributes	<ul style="list-style-type: none">• Excellent communication and organisational skills• Ability to work as a part of an effective team alongside young people and adults• Ability to think ahead and work independently on own initiative as necessary• Ability to prioritise tasks• Accuracy and attention to detail• Confidentiality• Willingness to learn new skills and acquire new areas of knowledge• Flexible working and ability to multi-task	

	<ul style="list-style-type: none"> • Calm in a crisis • Ability to show initiative and to adapt to the changing needs of the department • Strong listening skills and proven ability to deal with sensitive situations with integrity • Proven ability to communicate effectively with adults and children, including through written and verbal communication • Proven ability to create good relationships with students, staff and parents • A well-developed understanding of strategies to manage and support young people with challenging behaviour in a school environment • Proven ability to tailor interventions to individual students • Excellent understanding of safeguarding policies and procedures and their role in child protection • Proven ability to be flexible to changing workload demands and new challenges • Ability to use IT systems and to conduct analysis and produce reports 	
Personal Qualities	<ul style="list-style-type: none"> • Initiative • Able to interact effectively with staff, parents, students and outside agencies • Efficient, organised and meticulous • Discrete • Understanding and sensitive to others • Keen to develop the role • Willingness to provide the best possible opportunities for all students • Ability to relate to young people and act as a positive role model • Well-developed sense of empathy • Organised, proactive and self-motivated • Good time management skills • Commitment to upholding and promoting the ethos and values of the school • Ability to work collaboratively • Ability to work well under pressure and prioritise effectively • Commitment to maintaining confidentiality at all times • Commitment to safeguarding, equality, diversity and inclusion 	<ul style="list-style-type: none"> • Versatility • A warm and kind disposition and the ability to work well with others. • Willingness to undertake job related training