



Person Specification: Sixth Form Study Mentor

Attributes	Criteria	Desirable / Essential	Method of Assessment
Experience	<ul style="list-style-type: none"> Knowledge of Post 16 education and an understanding of the study skills and academic rigour required. Experience of working with students aged 16-19 across the ability range. An understanding of data and ability to use it effectively to enhance student performance. Knowledge and understanding of UCAS (including Russell Group and Oxbridge), Further Education and Apprenticeship application processes. Knowledge and understanding of work experience and volunteer programmes. 	Essential Essential Essential Desirable Desirable	Application form Interview References
Qualifications	<ul style="list-style-type: none"> Degree or equivalent A Level qualifications or equivalent GCSEs including Maths and English or equivalent 	Desirable Essential Essential	Application form Certificates Interview
Skills	<ul style="list-style-type: none"> Effective written and spoken communication skills Excellent ICT Skills Excellent organisational and administrative skills Ability to handle confidential information with discretion 	Essential Essential Essential Essential	Interview References
Knowledge	<ul style="list-style-type: none"> Knowledge of school's behaviour policy and procedures Knowledge of child safeguarding procedures 	Desirable Desirable	Application form Interview References
Personal Qualities	<ul style="list-style-type: none"> Self-motivated with a can-do attitude Ability to work on own initiative and constructively as part of a team. Ability to remain calm when under pressure, maintain a good sense of humour and a positive attitude/approach. 	Essential Essential Desirable	Interview References



	<ul style="list-style-type: none">• Able to be a good role model to young people, demonstrate and promote positive values, attitudes and behaviour, and maintain high standards of professionalism at all times.• Empathetic and sensitive to students' individual needs.• Ability to take advice from others and know when to seek it.• A commitment to safeguarding and promoting the welfare of children and young people.• Able to motivate and inspire students to reach their potential	Desirable Essential Essential Essential Essential	
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