

PERSON SPECIFICATION
Academic Mentor

General heading	Detail	Examples
Qualifications & Experience	Specific qualifications & experience	<p>Good standard of education to GCSE / Level 2 or equivalent</p> <p>Evidence of effective communication with children and young people, families, school staff and a range of other professionals, both verbal and written</p> <p>Management of caseloads and prioritise accordingly</p> <p>Demonstrate support of a broad, rich and inclusive secondary curriculum, which celebrates individuality</p> <p>Experience of building effective relationships with children and young people and develop strategies to help remove barriers to learning</p>
	Knowledge of relevant policies and procedures	<p>General understanding of the operation of a school</p> <p>Knowledge and understanding of the current education system at Key Stage 3 & 4</p> <p>Learning Mentor framework</p>
	Literacy	High level literacy skills
	Numeracy	Excellent numeracy skills
	Technology	Ability to use word processor and use various IT packages, including to support learning
Communication	Written	Ability to complete forms, letters and complex reports
	Verbal	<p>Ability to use clear language to communicate complex information unambiguously</p> <p>Ability to listen effectively</p> <p>Ability to exchange routine verbal information clearly with students and adults</p> <p>Management and motivation of others</p>
	Languages	Use initiative and advise others to overcome communication barriers with students and adults
	Negotiating	Ability to negotiate effectively with students

		Ability to give clear and concise instructions
Working with children	Behaviour Management	Good understanding and ability to implement the school's behaviour management policy to ensure appropriate conduct and behaviour of students
	SEN	Ability to support children through appropriate resources in support of learning and to actively suggest ways of improvement
	Curriculum	Good working knowledge of the school curriculum in support of learning materials
	Child Development	Knowledge and awareness of issues and factors related to underachievement and barriers to learning and participation
	Health & Well being	Understand and support the importance of physical and emotional wellbeing
Working with others	Working with partners	Understand the role of others working in and with the school
	Relationships	Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults
	Team work	Ability to work effectively with other adults internally within the school Ability to motivate and inspire Know when and how to seek support Knowledge of own position within a team environment and the boundaries which apply Flexible and adaptable attitude to work and colleagues
	Information	The ability to manage and disseminate information in a range of different media
Responsibilities	Organisational skills	Good self-organisational skills Good planning skills to support the student within the relevant curriculum requirements
	Line Management	N/A
	Time Management	Ability to plan and manage own time effectively Ability to work effectively under pressure and remain calm
	Creativity	Ability to follow instructions accurately Ability to deal with unexpected problems
	Adaptability	Ability to respond to urgent requests and re-prioritise in order to assist students, colleagues and management
General	Equalities	Demonstrate a commitment to equality

	Health & Safety	Understanding of Health & Safety
	Child Protection	Understand and implement child protection procedures
	Confidentiality/Data Protection	Understand procedures and legislation relating to confidentiality
	CPD	Be prepared to develop and learn in the role and attend any relevant training and gain any relevant qualifications