

POST TITLE : Learning Mentor

HOURS PER WEEK: 35

	ESSENTIAL	DESIRABLE	HOW MEASURED
EXPERIENCE	Working with children	Experience in a similar role in a school environment/and or another role within a school environment	Application Interview
EDUCATION, TRAINING AND QUALIFICATIONS	Educated to GCSE standard	Hold 5 x GCSE grade A-C T.A. Level 2 qualification	Application Interview
SKILLS AND KNOWLEDGE	Communication skills Time management and organisational skills ICT capability with Microsoft applications Knowledge of strategies which promote good behaviour and discipline Knowledge of Safeguarding procedures Experience in dealing with a variety of correspondence	Knowledge of the implications of common disabilities in children for teaching and learning at school and for families of pupils Knowledge of School Management Systems The ability to make and develop effective relationships with children A good working knowledge of Safeguarding procedures in schools The ability to compile and give accurate reports in person and in writing	Application Interview

Learning Mentor Employee Specification

	ESSENTIAL	DESIRABLE	HOW MEASURED
PERSONAL QUALITIES	Willing to undergo an enhanced DBS check by the employer	The ability to be flexible and adapt to students needs	Application/interview Application/interview
WORKING ARRANGEMENTS	35 hours per week Term Time only (38 weeks per year) Classroom based		

THE POST IS SUBJECT TO:
DISCLOSURE OF CONVICTIONS UNDER THE REHABILITATION OF OFFENDERS (EXEMPTION) ACT 1975. YES

IS THE POST POLITICALLY RESTRICTED? NO