Person Specification

Reporting to: **Head of Sixth Form**

Responsible for: **Learning Mentor**

Qualifications

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| **Essential** | **Desirable** |
| * 5 A\*-C at GCSE including Maths and English * Relevant degree | * Good honours graduate * Further accredited study |

Experience

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| **Essential** | **Desirable** |
| * Varied and successful experience in the secondary sector within a multi-ethnic and diverse environment * Student facing experience (such as having an excellent grasp of managing and guiding pupils in pastoral context) * Challenging poor attitudes and holding students to account for their actions * An effective administrator * A polite & confident telephone manner, particularly for dealing with parents and external agencies * Attention to detail and ability to keep clear records | * Experience of working in schools with young people aged 16+ |

Knowledge and skills

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| **Essential** | **Desirable** |
| * MS Office * SIMS * Knowledge of a wide range of successful mentoring and coaching strategies * Ability to provide pupils with constructive feedback and challenge poor behaviour where required * A clear understanding of what pupil safeguarding means | * UCAS process |

Personal qualities and characteristics

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| **Essential** | **Desirable** |
| * Energy, enthusiasm and stamina * Flexibility and determination * Excellent team working skills * Ability to work under pressure, meet deadlines, and establish positive relationships with pupils and students, parents, governors, staff and outside agencies * Ability to remain calm under pressure and demonstrate sound judgement * Good sense of humour * Adherence to deadline and good timekeeper, flexibility at busy times, excellent health and attendance record * Discretion and confidentiality in dealing with colleagues and pupils. * Ability to work using one’s own initiative * Strong ‘presence’ and ambassadorial skills * Ability to communicate effectively to a wide range of audiences both orally and in writing. * Commitment to the promotion of equal opportunity and be in support of the Christian ethos of the school * Commitment to promoting Fundamental British Values (FBV) * Common sense and a can-do attitude | * Ability to provide students with constructive feedback and challenge underperformance where required |