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
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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+
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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
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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
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