



### **JOB DESCRIPTION**

**POST DESIGNATION:** LEARNING MENTOR – English  
**RESPONSIBLE TO:** Director of English & Literacy  
**SALARY:** Single Status NJC Scale 4  
37 hours, Term Time only (44.5weeks)

### **PERSONAL SPECIFICATION**

The person appointed must:

- Be an English graduate
- Have a good level of general education
- Have some experience of working with young people
- Be able to establish a rapport with young people
- Be calm and ordered
- Have an authoritative presence
- Be decisive, well organised and efficient, with an ability to prioritise when necessary
- Demonstrate an ability to communicate effectively orally and in writing
- Be IT literate and be prepared to develop ICT skills as necessary
- Have good record keeping skills
- Demonstrate an awareness and sensitivity with regard to equal opportunities and race equality
- Have the initiative to develop the post

<b>It is a condition of your employment that you conform to the Council's No Smoking Policy</b>
---