

## Personal Specification

**Job Title:** Attendance Officer and Pupil Premium/Child in Care Learning Mentor

	Essential	Desirable	How identified
<b>Qualifications</b>			
Suitable qualification related to supporting young people		✓	App
<b>Experience</b>			
Ability to use ICT effectively.	✓		App / Int
A wide range of mentoring skills	✓		App / Int
High quality communication with pupils of all abilities.	✓		App / Int / Ref
Suitable experience in working with and supporting the needs of young people	✓		App
Experience working in a school environment		✓	App / Int / Ref
<b>Skills</b>			
Must be well organised	✓		Int
Must be well presented	✓		Int
Excellent interpersonal skills so that relationships with colleagues are professional and supportive and a sense of team work is developed	✓		App / Int / Ref
Ability to work hard under pressure while maintaining a positive, professional attitude	✓		App / Int / Ref
The capacity to work smart and manage and direct one's own workload so that deadlines are met, lessons are well prepared and a work life balance is maintained.	✓		Int / Ref
Good creative positive approach to solving challenges	✓		Int / Ref
Ability to manage pupil behaviour calmly, pro-actively and with the needs of the child in mind.	✓		
Ability to liaise appropriately and effectively with teachers in order to support pupil progress.	✓		
Ability to prepare differentiated materials in support of effective teaching and learning.	✓		
Commitment to personal career development	✓		App / Int / Ref
<b>Knowledge and Understanding</b>			
Understanding of the range of complex needs that young people may have in accessing education.	✓		App / Int
Knowledge of a range of approaches to cater for different learning styles and barriers to learning and ensure that all students are engaged	✓		App / Int / Ref
Developing differentiated work and personalised programmes of support.	✓		App / Int
Awareness of safeguarding issues	✓		App / Int
<b>Equal Opportunities</b>			
Understanding of different social backgrounds of pupils	✓		Int / App
Understanding the needs of pupils and the appropriate strategies to support them	✓		App / Int / Ref
Full commitment to community cohesion and inclusion	✓		App / Int