

PERSON SPECIFICATION

JOB TITLE	Student Support Mentor (SSM) Manager
GRADE	Grade 6 – £24,964 pa to £30,785 – pro rata to the number of weeks worked each year = £22,120 pa to £27,277
HOURS	37 hours per week, term time only plus 5 teacher training days plus one week

ATTRIBUTES	JOB REQUIREMENTS	MEASUREMENT
KNOWLEDGE AND UNDERSTANDING	<p>Of:</p> <ul style="list-style-type: none"> • Health and Safety and Equal opportunities legislation • Human Resources eg for recruitment and induction and development, HR procedures such as grievance, disciplinary, absence. • Full knowledge of relevant policies/codes of practice and understanding of relevant legislation • A knowledge of national curriculum and other relevant learning programmes • Understanding of the principles of child development and learning processes and in particular barriers to learning. • Understanding of the range of support services and providers in schools • Computerised packages e.g. Microsoft Word, Excel, Outlook, SIMS • Manual Handling and Lifting/People Handling Techniques (desirable) 	<p>A, I, R A, I, R</p> <p>A, I A, I</p> <p>A, I A, I A, I A, I A, I</p>
SKILLS	<ul style="list-style-type: none"> • Effective written and verbal (in person or by telephone) communication skills in order to work with, and relate to, all stakeholders of the school at all levels including staff, students, parents, agencies in providing support in a variety of tasks, to understand and resolve questions or issues raised, and to interpret and advise on information. • Use of numeracy skills to undertake tasks such as data and assessment tracking, reports, evaluation of projects. • Good literacy skills in order to provide the required level of support to the SSM team. • Organisational skills to provide the necessary support to staff and students. • Team leading skills to effectively motivate, supervise and co-ordinate the provision of the SSM team • IT skills to make efficient use of equipment in school 	<p>A, I, R</p> <p>A, I, R</p> <p>A, I</p> <p>A, I, R A, I, R</p> <p>A, I, R</p>
ABILITIES	<p>To:</p> <ul style="list-style-type: none"> • Plan effective actions for students at risk of under achieving • Self evaluate student learning needs • Relate well to young people and adults • Understand and interpret requirements accurately, by effective questioning, listening, clarification and recording of information where necessary, whilst being sensitive to people’s needs and expectations. • Deliver training to support staff with successful outcomes • Work in a supportive team environment 	<p>A, I, R A, I A, I A, I, R</p> <p>A, I, R A, I, R</p>

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Headteacher
Mrs M Marr



	<ul style="list-style-type: none"> • Handle confidential information correctly • Prioritise own and the team's workload to meet agreed deadlines • Be flexible, use initiative, and remain calm and focused during times of pressure 	<p>A, I, R A, I, R A, I, R</p>
EDUCATIONAL ACHIEVEMENTS	<ul style="list-style-type: none"> • Excellent literacy and numeracy skills equivalent to GCSE in English and Maths • Training in relevant strategies eg literacy and or curriculum/learning area • Training or qualification in supervision/management/leadership • Trained to train/Trained to deliver people handling (desirable) 	<p>A, I A, I A, I A, i</p>
EXPERIENCE	<p>Of:</p> <ul style="list-style-type: none"> • Working in a busy school environment • Working with students of relevant age or with general/specific needs • Training and inducting staff and supervising a team • Working in an environment of equal opportunities 	<p>A, R A, R A, I A A, I, R</p>
SAFEGUARDING	<p>In addition to candidate's ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children as appropriate to the nature of the role which may include:</p> <ul style="list-style-type: none"> • Motivation to work with children and young people; • Ability to form and maintain appropriate relationships and personal boundaries with children and young people; • Emotional resilience in working with challenging behaviours; and • Attitudes to use of authority and maintaining discipline 	<p>I</p>

A = Application Form, I = Interviews, R = References