

## Person Specification

### Sixth Form Progress and Learning Mentor

<b>Knowledge</b>	<b>E = Essential D = Desirable</b>	<b>Identified by</b>
Understanding and working knowledge of the KS4/KS5 curriculum and other learning programmes	E	A/I
Working knowledge and understanding of principles of cognitive development, learning styles and independent learning	E	A/I
Working knowledge of relevant policies/codes of practice/legislation	E	I
Experience of resources preparation to support learning programmes	E	I
<b>Skills and Abilities</b>	<b>E = Essential D = Desirable</b>	
Ability to work effectively within a team environment, understanding roles and responsibilities	E	A/I
Ability to build and maintain effective working relationships with all students and colleagues	E	A/I/R
Ability to promote a positive ethos and role model positive attitudes	E	I
Ability to work with KS4/KS5 students regardless of specific individual need and identify learning styles as appropriate	E	A/I/R
Ability to adapt own approach in accordance with student needs	E	I
Excellent personal numeracy and literacy skills	E	A
Effective use of ICT to support learning	D	A
Ability to network and make links to industry and universities for the benefit of students' progression pathways	E	A/I
<b>Qualifications and Training</b>	<b>E= Essential D=Desirable</b>	
Previous experience of working with students in an educational setting (14-18)	D	A/I
Educated to A-Level and ideally to graduate level	E	A

Willingness to participate in relevant training and development opportunities	E	A/I
Training in the literacy/numeracy strategy	E	I
Training in Special Educational Needs strategies	D	I
Willingness to undertake appointed person certificate in first aid administration	D	I
<b>Professional Values and Practice</b>	<b>E= Essential D= Desirable</b>	
<p>Must be able to demonstrate all of the following:</p> <p>High expectations of all students; respect for their social, cultural, linguistic, religious and ethnic backgrounds; and commitment to raising their educational achievements</p> <p>Ability to build and maintain successful relationships with students, treat them with consistency, with respect and consideration, and demonstrate concern for their development as learners</p> <p>Demonstrate and promote the positive value, attitudes and behaviour they expect from the students with whom they work</p> <p>Ability to work collaboratively with colleagues, and carry out role effectively, knowing when to seek help and advice</p> <p>Able to liaise sensitively and effectively with parents and carers recognising role in students' learning</p> <p>Able to improve their own practice through observations, evaluation and discussion with colleagues</p>	E	A/I/R

A = Application Form  
 R = Reference  
 I = Interview  
 P = Practical