**PERSON SPECIFICATION**

**Post: Catch up Learning Mentor**

**Responsible to: Relevant Assistant Principal/Head of Department**

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| **Experience, personal qualities, abilities and skills** | **Desirable** | **Essential** | **Method of Assessment** |
| **Qualifications and Training** | | | |
| Degree or other level 4 qualification. |  | ✓ | Application Form/Interview/Certificates |
| Teaching qualification | ✓ |  | Application Form/Interview/Certificates |
| Level 2 qualifications (e.g. GCSE, Functional Skills, Adult literacy/numeracy) both Maths and English. |  | ✓ | Application Form/Interview/Certificates |
| **Knowledge, Experience and Technical Skills** | | | |
| Experience of working with young people (aged 16-19) in an educational setting. | ✓ |  | Application Form/Interview |
| Experience in mentoring or supporting young people. | ✓ |  | Application Form/Interview |
| Knowledge/awareness of strong written skills, including skills of presentation, analysis and evolution. | ✓ |  | Application Form/Interview |
| Knowledge of GCSE English/Maths specification. | ✓ |  | Application Form/Interview |
| Ability to understand and interpret data. |  | ✓ | Application Form/Interview |
| **Personal Qualities, Abilities and Skills** | | | |
| Ability to engage with, relate to, motivate and inspire students aged 16-19 of varied abilities and needs. |  | ✓ | Application Form/Interview |
| Ability to handle difficult conversations/situations whilst remaining professional and supportive. |  | ✓ | Application Form/Interview |
| Ability to be able to work closely with students on a one-to-one or small group basis, using motivational techniques to enable students to work through any barriers to learning. |  | ✓ | Application Form/Interview |
| Adaptable and innovative – willing to try out new approaches and strategies. |  | ✓ | Application Form/Interview |
| Pro-active in targeting the students for support. |  | ✓ | Application Form/Interview |
| Excellent record of attendance and punctuality. |  | ✓ | Application Form/Interview |
| Able to multi-task, prioritise and work to deadlines. |  | ✓ | Application Form/Interview |
| Excellent time-management. |  | ✓ | Application Form/Interview |
| Strong interpersonal and communication skills. |  | ✓ | Application Form/Interview |
| Good written communication skills. |  | ✓ | Application Form/Interview |
| Ability to work collaboratively, as part of a team. |  | ✓ | Application Form/Interview |
| Ability to work on own initiative, unsupervised, as well as part of a team. |  | ✓ | Application Form/Interview |
| Thorough and precise, with an eye for detail. |  | ✓ | Application Form/Interview |
| A good level of literacy and numeracy. |  | ✓ | Application Form/Interview |
| A passionate belief in the value of education and the potential in all individuals. |  | ✓ | Application Form/Interview |
| A commitment to safeguarding and promoting the welfare of all children, young people and vulnerable adults. |  | ✓ | Application Form/Interview |
| A commitment to college policies. |  | ✓ | Application Form/Interview |
| Responsiveness to advice, guidance and instruction from leadership. |  | ✓ | Application Form/Interview |
| Willingness to undertake training commensurate with the role. |  | ✓ | Application Form/Interview |