

**PERSON SPECIFICATION**

**LEARNING MENTOR**

**Full-time or substantial part-time**

**Term Time Only – 36 hours x 39 weeks per year**

As well as meeting the criteria listed below, the successful candidate will have provided a strong supporting statement explaining their reasons for applying for the post and addressing the responsibilities identified in the Job Description.

**ESSENTIAL**

The successful candidate will:

**Experience and Skills**

* Have effective listening skills when dealing with students who are concerned with their academic and personal progress
* Have an awareness of and responsiveness to the needs of students in the 16-19 age range and the ability to form good relationships with them
* Have excellent administrative and ICT Skills (Outlook, Word and Excel)
* Have knowledge of study skills and strategies
* Be able to anticipate needs, whilst promoting independence
* Have the ability to digest subject material quickly and efficiently
* Where required, have the ability to take notes during lessons
* Be versatile and have the ability to take the initiative
* Be committed to personal development and training

**Professional qualities**

* Have good interpersonal, communication and ICT skills
* Have a good general standard of education. Applicants must have ‘O’ level/GCSE A\*-C (or equivalent) in Mathematics, English and Science and be confident and able to support students on Maths and Science courses
* Have the ability to work effectively as part of a team
* Be hard working
* Be prepared to be flexible
* Be willing to co-operate and work collaboratively with staff and assist both staff and students
* Have a sense of humour

**DESIRABLE**

The successful candidate may:

* Have experience and qualifications in the support of students with learning difficulties and disabilities
* Have an interest in developing numeracy/literacy skills
* Have previous experience of working in a school or college in a similar or related role