

Academic Mentor Person Specification

	Detail	Examples
Qualifications & Experience	Specific qualifications & experience	Good standard of education to GCSE / Level 2 or equivalent Evidence of effective communication with children and young people, families, school staff and a range of other professionals, both verbal and written Management of caseloads and prioritise accordingly Demonstrate support of a broad, rich and inclusive secondary curriculum, which celebrates individuality Experience of building effective relationships with children and young people and develop strategies to help remove barriers to learning
	Knowledge of relevant policies and procedures	General understanding of the operation of a school Knowledge and understanding of the current education system at Key Stage 3 & 4 Learning Mentor framework
	Literacy	High level literacy skills
	Numeracy	Excellent numeracy skills
	Technology	Ability to use word processor and use various IT packages, including to support learning
Communication	Written	Ability to complete forms, letters and complex reports
	Verbal	Ability to use clear language to communicate complex information unambiguously Ability to listen effectively Ability to exchange routine verbal information clearly with students and adults Management and motivation of others
	Language	Use initiative and advise others to overcome communication barriers with students and adults
	Negotiating	Ability to give clear and concise instructions

Working with children	Working with partners	Understand the role of others working in and with the school
	Relationships	Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults
	Teamwork	Ability to work effectively with other adults internally within the school Ability to motivate and inspire Know when and how to seek support Knowledge of own position within a team environment and the boundaries which apply Flexible and adaptable attitude to work and colleagues
	Information	The ability to manage and disseminate information in a range of different media
Responsibilities	Organisational skills	Good self-organisational skills Good planning skills to support the student within the relevant curriculum requirements
	Time management	Ability to plan and manage own time effectively Ability to work effectively under pressure and remain calm
	Creativity	Ability to follow instructions accurately Ability to deal with unexpected problems
	Adaptability	Ability to respond to urgent requests and reprioritise in order to assist students, colleagues and management
General	Equalities	Demonstrate a commitment to equality
	Child Protection	Understand and implement child protection procedures
	Confidentiality/Data Protection	Understand procedures and legislation relating to confidentiality
	CPD	Be prepared to develop and learn in the role and attend any relevant training and gain any relevant qualifications