

**PERSON SPECIFICATION
LEARNING MENTOR
Substantial Part-Time
Term Time Only (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.

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

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