Learning Mentor
Person Specification

Qualifications/Training

- Educated to Degree Level preferable but not essential.
- Educated to A Level/Level 3 - essential.
- GCSE Maths, English & Science passes either C or above or grade 5 or above - essential.
- Other training in relation to coaching, mentoring and study skills.
- Competent in the use of a variety of ICT packages.

Experience

- Experience of working (either paid or in a voluntary capacity) in an inner city school or educational establishment.
- An understanding of inclusion within formal/informal settings.
- Knowledge and awareness of issues and factors related to underachievement and barriers to learning and participation.
- Knowledge and understanding of child protection and health and safety practices and procedures.

Skills/Abilities

- Ability to maintain a high level of professional confidentiality.
- Listen analytically.
- Interest in and ability to enthuse students.
- Good written and oral communication skills.
- Good organisational skills and ability to work in an organised and methodical manner.
- Excellent interpersonal skills.
- An ability to work using own initiative.
- An ability to work effectively with people across a wide range of levels and responsibilities.
- Good attention to detail.
- Good team-working skills.
- Good ICT, literacy and numeracy skills.
- Has tact and diplomacy and is able to maintain confidentiality.
- A commitment to maintain high standards.
- Ability to conduct risk assessments.
- The ability to encourage and inspire young women to achieve.
- Ability to relate to students from a variety of backgrounds.
- Empathy with the aims and objectives of Plashet School.

Personal Qualities

- A willingness to learn and develop new skills.
- A desire to make a difference to the lives of young women.
- To work proactively within the ethos of the school.
- An excellent attendance record as well as consistent and punctual.
- Ability to work effectively as part of a team.
- A high level of self-motivation with well-developed interpersonal skills.
- Organised and methodical.
- Willingness to engage in Plashet School life.
- Committed to student engagement, development and achievement.
- Ability to learn rapidly and process information quickly.
- Work effectively within a team understanding roles and responsibilities within the setting(s).
- Adapt own approaches in order to meet the needs of vulnerable or challenging young people.
- An excellent record of attendance and punctuality.

The above and the detail in the job description demonstrate the wide-ranging nature of the job which demands flexibility and strong organisational and interpersonal skills. This post will appeal to someone who would enjoy working in a busy but friendly environment and would take an interest in the many aspects of school life.