

## Person Specification: Key Stage Mentor

Qualifications and training	Essential	Desirable
<ul style="list-style-type: none"> <li>Excellent literacy/ numeracy skills: minimum requirement grade C+ in GCSE English and Maths</li> </ul>	✓	
<ul style="list-style-type: none"> <li>First Aid qualification</li> </ul>		✓
Experience/employment record	Essential	Desirable
<ul style="list-style-type: none"> <li>A good understanding of business administration and several years' practical experience of administrative processes</li> <li>An understanding of issues related to inclusivity and social mobility within education</li> <li>Experience of working with secondary aged children (11-16)</li> <li>Experience of working with children with Special Educational Needs and Disabilities (SEND)</li> <li>Experience working in a school set in an area of deprivation</li> <li>Ability to analyse and interpret a variety of data</li> <li>Ability to communicate effectively to a range of audiences, through good written and oral communication skills</li> <li>Ability to enable students to engage with education by providing guidance and support around the expectations of the school</li> </ul>	✓	
Personal qualities, skills and attributes	Essential	Desirable
<ul style="list-style-type: none"> <li>High expectations of all students</li> <li>Excellent communication skills</li> <li>A positive role model who creates a good first impression</li> <li>Ability to motivate, inspire and challenge students</li> <li>Confident ICT user</li> <li>Ability to plan, prioritise and organise self and others</li> <li>Commitment to raising standards</li> <li>Calm, adaptable, dependable, resilient and reliable</li> <li>Collaborative and a good team player</li> <li>Commitment to further own professional development</li> <li>A commitment to promoting and safeguarding the welfare of young people</li> <li>Has 'presence' around the school</li> <li>Able to follow direction and accept challenge and feedback in a positive and productive way</li> <li>An understanding that getting better never stops</li> <li>Ability to be flexible and cope with interruptions in workload</li> </ul>	✓	