

Learning Welfare/Academic Mentor Person Spec

		Essential	Desirable
Qualifications	<ul style="list-style-type: none"> GCSE or equivalent in English and Maths Willingness and ability to obtain and/or enhance qualifications and training for development in the post 	<p>✓</p> <p>✓</p>	
Experience	<ul style="list-style-type: none"> Experience of working in a school environment Experience and knowledge of issues affecting students and young people and how to offer supportive assistance Experience and knowledge of career opportunities for young people 	<p>✓</p> <p>✓</p>	<p>✓</p>
Skills	<ul style="list-style-type: none"> Ability to support students across a range of subjects to GCSE level Excellent communication and listening skills Ability to respect and maintain confidentiality Working knowledge of standard computer packages (word processing, email and spreadsheets) Good time management and organisational skills Ability to work with students and have a real interest in the issues faced by this age group Caring, calm and approachable manner Has whole school and student interests at heart 	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	
Other	<ul style="list-style-type: none"> Satisfactory Enhanced Disclosure & Barring Service Clearance Commitment to safeguarding and the ethos and values of the Academy 	<p>✓</p> <p>✓</p>	