

**St Andrew's Church of England (Voluntary Aided) Infant and Junior Schools**  
**PERSON SPECIFICATION**

**POST: Learning Mentor**

**SCALE 4 (4-11) - Salary Range £10.14-£10.97 per hour**

**Hours: 30 hours**

**Start date:** Monday 16<sup>th</sup> March 2020 (or as soon as possible thereafter)

**Information relating to the post:** The post will be full-time, permanent, subject to a 3 month review and 6 month review.

- The person specification and the job description should be addressed when applying for this post.
- **Closing date for applications:** 12pm, Thursday 5<sup>th</sup> March 2020
- All sections of the application form should be filled in appropriately and returned to:  
**The School Business Manager, St Andrew's CE (VA) Infant School, Lightcliffe Road Brighouse, HD6 2HH**
- Interviews will be **Tuesday 10<sup>th</sup> March**. If you have not been contacted by this date, please assume that on this occasion you have been unsuccessful.
- The school is committed to the protection and safeguarding of all children and young people. Applicants to posts that are exempted from the Rehabilitation of Offenders Act will require a DBS check from the Disclosure and Barring Service before the appointment is confirmed.
- The Federated Governing Board of St Andrew's Infant and Junior Schools look forward to receiving your application and thank you for your interest in this post.

	Essential	Desirable	How Identified
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Current experience of supporting children within a classroom and school context.</li> <li>• Previous experience managing learning and behaviour effectively.</li> <li>• Knowledge of Primary School, particularly KS1 intervention programmes for children with SEND and emotional needs.</li> <li>• Liaising with parents and other agencies.</li> </ul>	<ul style="list-style-type: none"> <li>• Currently employed as a Learning Mentor.</li> <li>• Experience of working as a Foundation/KS1 Teaching Assistant.</li> <li>• Experience of working as a HLTA.</li> <li>• Experience of running/supervising a lunch time/ breakfast /after school club.</li> <li>• Experience of working in an inter-agency way to support the needs of a child.</li> <li>• Experience of working with children from socially and economically disadvantaged families in an inclusive setting.</li> </ul>	<ul style="list-style-type: none"> <li>• Application form</li> <li>• References</li> <li>• Interview</li> </ul>
<b>Qualifications Training</b>	<ul style="list-style-type: none"> <li>• Nationally recognised qualification at level 2 or above (GCSE) in English and Maths.</li> <li>• Good standard of education.</li> </ul>	<ul style="list-style-type: none"> <li>• Evidence of training for working with children.</li> <li>• Willingness to develop personal knowledge with further training courses.</li> <li>• DSL trained.</li> <li>• First Aid qualification.</li> <li>• Trained in positive handling (Team Teach) and behaviour management.</li> <li>• Participation in recent and relevant training (CPD).</li> </ul>	<ul style="list-style-type: none"> <li>• Application form</li> <li>• Interview</li> </ul>

<b>General</b>	<ul style="list-style-type: none"> <li>• Enthusiastic and cheerful with a sense of humour.</li> <li>• Warm, sympathetic and caring personality.</li> <li>• Calm under pressure.</li> <li>• Willingness to work as an enthusiastic member of a team.</li> <li>• Flexible, adaptable with ability to be firm when necessary.</li> <li>• Ability to lead others.</li> <li>• Secure knowledge of ICT/word processing/email.</li> <li>• Ability to exercise good personal time management, punctuality and consistent, reliable attendance.</li> <li>• Willingness to conduct accompanied home visits, where necessary</li> <li>• Excellent at prioritising.</li> <li>• Ability to maintain confidentiality.</li> </ul>	<ul style="list-style-type: none"> <li>• Able to upload photographs from a digital camera.</li> <li>• Able to save work to a desired drive and locate saved work.</li> <li>• Knowledge of behaviour management strategies and positive handling techniques.</li> <li>• Knowledge of safeguarding issues.</li> <li>• Ability to make inter-agency referrals.</li> </ul>	<ul style="list-style-type: none"> <li>• Interview</li> <li>• References</li> </ul>
<b>Special Educational Needs</b>	<ul style="list-style-type: none"> <li>• An awareness of challenges faced when working with children with Special Educational Needs &amp; Disabilities.</li> <li>• Patience when working with individual and groups of children.</li> </ul>	<ul style="list-style-type: none"> <li>• Previous experience of working with children with Special Educational Needs.</li> <li>• Experience of delivering personalised learning programmes.</li> </ul>	<ul style="list-style-type: none"> <li>• Letter</li> <li>• References</li> <li>• Interview</li> </ul>
<b>Literacy, numeracy and communication</b>	<ul style="list-style-type: none"> <li>• Good standard of reading and writing (especially competence in spelling skills).</li> <li>• Competent in basic numeracy skills.</li> <li>• Excellent communication skills.</li> <li>• The ability to relate well to other people.</li> <li>• Ability to handle 'difficult' conversations with empathy and confidence.</li> <li>• Ability to work flexibly &amp; constructively as part of a team, as well as, when required, independently &amp; using own initiative.</li> <li>• Excellent at prioritising.</li> <li>• Ability to maintain confidentiality.</li> </ul>		<ul style="list-style-type: none"> <li>• Application form</li> <li>• Letter</li> <li>• Interview</li> </ul>

<b>Specific</b>	<ul style="list-style-type: none"> <li>• Actively support the aims and ethos of this Church of England School.</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of principles of child development and learning processes.</li> <li>• Car driver with access to a vehicle.</li> </ul>	<ul style="list-style-type: none"> <li>• Letter</li> <li>• Interview</li> </ul>
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February 2020