

The Greetland Academy

Personnel Specification

Senior Learning Mentor/Pastoral Manager

| Attributes | Essential | Desirable | How Identified |
|--------------------------------|---|--|--|
| SKILLS, KNOWLEDGE AND APTITUDE | <p>Ability to identify existing and potential barriers to learning and jointly engage in strategies to overcome these barriers</p> <p>Knowledge of how to access support agencies and draw on a wide range of support</p> <p>Knowledge of positive behaviour management</p> <p>Ability to keep clear accurate records and compile reports for a number of stakeholders</p> | Knowledge of CPOMS | From Application Form Interview References |
| QUALIFICATIONS & TRAINING | <p>Relevant childcare, education, social care or health qualification to NVQ level 3 or equivalent and/or considerable experience</p> <p>A minimum of English and Maths GCSE A-C or equivalent</p> <p>Understanding of child safeguarding including up to date current practice through updates and refresher training</p> | <p>Team Teach trained</p> <p>First Aid trained</p> <p>DSL Training</p> <p>Commitment to self-development and willingness to undertake further training</p> | Application form Certificates |
| EXPERIENCE | <p>Relevant childcare, education, social care or health experience</p> <p>Experience of differentiating and individualising learning, planning and provision</p> <p>Experience of implementing strategies to support learning</p> <p>Evidence of experience of direct work with children and parents</p> | <p>Community work, counselling skills or similar</p> <p>Experience of taking whole class sessions</p> <p>Experience of line managing staff</p> | As above |
| PERSONAL ATTRIBUTES | <p>Maintain confidentiality</p> <p>Be friendly, approachable, non-judgemental and engage constructively with pupils and families/carers with different social backgrounds</p> <p>Ability to form and maintain appropriate boundaries with children and parents</p> <p>To have a mature disposition and be able to offer secure and sensitive guidance to pupils and their families</p> <p>Ability to work effectively with, and command</p> | | Interview References |



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| | the confidence of colleagues within school To work on one's own initiate, balance competing priorities and organise a work schedule. | | |
| SPECIAL REQUIREMENTS | | Current driving license and use of a car | Application Form Interview |