



# ST IGNATIUS COLLEGE

## Person Specification - Academic Mentor

We are seeking a passionate person who is committed to supporting all students to be aspirational, making the right choices to enable them to succeed. You should have a positive, professional, 'can do' approach to your work and be willing to go the extra mile to ensure that all pupils are given the chance to realise their full potential.

| <b>Experience</b>   | Essential | Desirable |
|---|-----------|-----------|
| Experience of working in a secondary school setting             |           | ✓         |
| Experience of running study support and intervention programmes |           | ✓         |
| Experience of working with young people on a one to one basis   |           | ✓         |

| <b>Knowledge &amp; Competencies</b>  | Essential | Desirable |
|--|-----------|-----------|
| Be (or become) skilled in the use of the school information database system (Bromcom)  | ✓         |           |
| Understand the process of transition from KS4 into 5 and the issues students encounter |           | ✓         |
| To be competent in Microsoft Office, PowerPoint & Excel                                | ✓         |           |
| Knowledge of the UCAS process  |           | ✓         |

| <b>Personal Qualities</b>   | Essential | Desirable |
|---|-----------|-----------|
| Ability to develop and maintain good relationships with staff, pupils, parents, governors, alumni and external agencies   | ✓         |           |
| Self-motivated and able to work under own direction   | ✓         |           |
| High level of organisation skills   | ✓         |           |
| Be highly organised and have the ability to effectively time manage and prioritise multiple tasks   | ✓         |           |
| Be flexible in their approach, willing to work as a team player and to be positive, committed and self-sufficient, taking pride in their work and organising their workload to ensure all deadlines are met | ✓         |           |
| Be able to work under pressure in order to meet deadlines   | ✓         |           |
| Have outstanding written and oral communication skills  | ✓         |           |
| Have excellent interpersonal skills and be a real team player   | ✓         |           |

|   |   |  |
|---|---|--|
| Skilled and confident to be able to instruct groups of young people   | ✓ |  |
| To be solution focused and have the initiative and research skills to acquire information when required, or to acquire appropriate help | ✓ |  |
| Be open to training and development to meet the ever changing demands and opportunities of working in a school as and when they arise   | ✓ |  |
| Have excellent listening and communication skills   | ✓ |  |
| A commitment to inclusion and diversity   | ✓ |  |

In addition to candidates' ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children including:

- Motivation to work with children and young people with an understanding of the teacher/support staff as a role model for young people
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people
- Emotional resilience in working with challenging behaviours
- Positive attitude to use of authority and maintaining discipline