**PERSON SPECIFICATION FORM**

**POST TITLE - PUPIL SUPPORT MENTOR**

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|  **Personal Attributes required (on the basis of the job description)**  | **Essential (E) or** **Desirable (D)**  | **To be identified by:** **(eg application form, interview, reference etc)**  |
| **Qualifications**  5 GCSES A\* - C including Maths and English (or equivalent) NVQ level 2 or above qualification –appropriate to the post (or equivalent)   |    E  D   |     A  A   |
| **Experience**  Experience of working with or caring for children of relevant age Experience of working in a relevant classroom/service environment Experience of administrative work Experience of supporting pupils with challenging behaviour   |    E  D D E   |    A/I   A/I   A/I A/I   |
| **Knowledge/skills/abilities**  Ability to operate at a level of understanding and competence equivalent to NVQ Level 2 standard  |   E  |    I  |
| Ability to relate well to children  | E  | I  |
| Ability to work as part of a team  | E  | I  |
| Good communication skills  | E  | A/I  |
| Ability to supervise and assist pupils Time management skills Organisational skills Knowledge of classroom roles and responsibilities Knowledge of the concept of confidentiality First Aid Certificate Administrative skills Good numeracy and literacy skills Ability to make effective use of ICT Flexible attitude to work   | E D D D E D D E D E  | I II A/I I A/I A/I A/I  A/I  I    |
| **Other** Commitment to supporting the Catholic ethos of the school.Commitment to Health & SafetyCommitment to safeguarding and protecting the welfare of children and young people.Satisfactory attendance recordCommitment to equality and diversity.Commitment to own professional development  | EEEEEE | AF/IAF/IAF/IRAF/IAF/I |

**To be identified by: Application Form (A), Interview (I), Reference (R)**

**Please note that under the Criminal Justice and court Services Act 2000 it is an offence for an individual who has been disqualified from working with children to knowingly apply for, offer to do, or accept or do any work in a regulated position. An individual is disqualified from working with children if he/she is included on certain lists held by the Criminals Records Bureau, or has been disqualified from working with children as part of a sentence.**