**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  I  I  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 & Safety  Commitment to safeguarding and protecting the welfare of  children and young people.  Satisfactory attendance record  Commitment to equality and diversity.  Commitment to own professional development | E  E  E  E  E  E | AF/I  AF/I  AF/I  R  AF/I  AF/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.**