

PERSON SPECIFICATION – Literacy Mentor and Reading Support Assistant

Ap – Application Form

Sp – Selection Process

Ref – Reference

Specification		Method of Assessment
QUALIFICATIONS		
GCSE 4/C grade or higher (or equivalent) in Maths and English	Essential	Ap
A Level and degree	Desirable	Ap
EXPERIENCE		
Experience of working in a school environment	Desirable	Ap/Sp
Experience of working with young people	Desirable	Ap/Sp
Experience of phonics to enable delivery of a phonics programme	Desirable	Ap/Sp
Experience of using all forms of ICT	Desirable	Ap/Sp
SKILLS		
Strong literacy and excellent communication and interpersonal skills (verbal and written)	Essential	Ap/Sp
Ability to motivate and encourage children	Essential	Ap/Sp
Understanding of phonics and early reading strategies	Essential	Ap/Sp
Ability to work independently and as part of a team, demonstrating initiative	Essential	Sp
Ability to develop and maintain efficient record keeping/management information systems, providing accurate records and reports as required	Essential	Ap/Sp
Knowledge of a variety of ICT systems including Excel, Word, Publisher	Desirable	Ap/Sp
Ability to reconcile priorities, work to tight deadlines and problem solve	Essential	Sp/Ref
Ability to interrogate a management information system and produce reports	Essential	Ap/Sp
Good standard of literacy and numeracy skills	Essential	Ap/Sp
Receptive to new ideas, approaches and challenges	Essential	Sp/Ref
An ability to communicate effectively with teachers, students, parents and multi agencies	Essential	Sp/Ref
An ability to work autonomously and as part of a team	Essential	Sp/Ref
Good organisation, time management and record-keeping skills	Essential	Sp/Ref
Knowledge of the main aspects of the organisation of secondary schools	Desirable	Sp/Ref

Knowledge of the principles involved in giving advice and guidance to young people including the place of confidentiality and sharing information	Desirable	Sp/Ref
Knowledge of the rights and responsibilities of parents	Desirable	Sp/Ref
The ability to liaise with and gain the confidence of all school staff	Essential	Sp/Ref

The ability to work flexibly	Essential	Sp/Ref
Patience, resilience, tolerance and a genuine understanding of the difficulties that students may encounter with their school and home life	Essential	Sp/Ref
The ability to find creative and imaginative solutions to problems	Essential	Sp/Ref

SAFEGUARDING		
Shows a personal commitment to safeguarding and promoting the welfare and rights of young people	Essential	Sp
Appreciates the significance of safeguarding and interprets this for all individual children and young people whatever their circumstances	Essential	Sp
Can demonstrate an ability to contribute towards a safe environment	Essential	Sp

PERSONAL QUALITIES		
Enthusiasm, drive and a love for the job	Essential	Ap, Sp & Ref
Patience, empathy, and enthusiasm for supporting learners	Essential	Ap, Sp & Ref
Committed to high standards of customer service and evidence of a 'can-do' approach	Essential	Sp
Ability to form and maintain appropriate relationships and personal boundaries with children and young people	Essential	Sp
Committed to equality and diversity	Essential	Sp
Committed to own continuing professional development	Essential	Sp
Clear vision and an innovative approach	Essential	Ap, Sp & Ref
Commitment to a high profile presence in and around the school	Essential	Sp
Ability to foster an open culture where all are valued and treated fairly	Essential	Ap, Sp & Ref
Ability to organise, plan and prioritise time effectively	Essential	Sp
Ability to act decisively	Essential	Sp
Willingness to challenge others to produce positive outcomes	Essential	Sp

This school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Successful applicants will be subject to enhanced DBS checks, confirmation of qualifications and experience, online checks and satisfactory references.