



Person Specification: Learning mentor and transition coordinator (Grade 6)

Key Criteria	Essential /Desireable	Application	Tasks	Interview	References
Qualifications and Training					
GCSE English and maths, minimum grade 4 or equivalent.	E	Y			Y
Knowledge of school systems such as CPOMs, SIMs and SISRA.	D	Y			
Experience					
Experience working with young people, ideally in an educational or mentoring capacity.	E	Y		Y	Y
Experience working in a school or alternative provision setting.	D	Y		Y	Y
Experience delivering small group or one-to-one interventions.	D	Y		Y	Y
Experience of both primary and secondary schools.	D	Y		Y	Y
Skills and competence					
Excellent communication and interpersonal skills.	E	Y		Y	
Ability to build trust and rapport with pupils who may be reluctant or anxious about learning.	E	Y		Y	
The ability to work with you people and understand family circumstances and plan appropriate responses, drawing on in-school and external expertise where necessary.	E	Y			
Ability to understand potential barriers to learning and jointly engage in strategies to overcome these barriers.	E	Y			
Strong organisational skills, including planning and record-keeping	E	Y		Y	
A patient, empathetic, and resilient approach	E	Y		Y	
Understanding of emotional-based school avoidance and behaviour-related barriers to learning.	D	Y		Y	
Knowledge of safeguarding procedures.	E	Y		Y	

Competence of using IT	E	Y		Y	Y
Personal Qualities					
Strong commitment to the values and ethos of the school.	E	Y		Y	
A positive, professional role model for staff and students, with high expectations of themselves and others.	E	Y		Y	Y
An effective self-manager and independent worker, who can prioritise and adapt as required with the capacity to work well under pressure.	E	Y		Y	Y
Reliable, honest and trustworthy, demonstrating the highest professional standards.	E	Y			
Integrity in relation to their own and the school's practice.	E	Y			Y
Enthusiastic and hard-working	E			Y	
Able to demonstrate resilience and perseverance.	E			Y	Y
Reflective and self-evaluative – individually and within the context of a team.	E	Y		Y	
A good listener and communicator.	E			Y	
Able to maintain focus and perspective at all times and overall.	E	Y		Y	Y