

**ROCHDALE BOROUGH COUNCIL**  
**PERSON SPECIFICATION**

**Post: Academic Mentor Qualified**

**Grade: 4**

**Note to Applicants**

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

- The *Essential* Criteria are for the qualifications, experience, skills or knowledge you **MUST SHOW YOU HAVE** to be considered for the job.
- The *Desirable* Criteria are used to help decide between candidates who meet **ALL** the Essential Criteria.
- The *How Identified* column shows how the Council will obtain the necessary information about you.
- If the How Identified column says the Application Form next to an Essential Criteria or a Desirable Criteria, you **MUST** include in your application enough information to show how you meet this criteria. You should include examples from your paid or voluntary work.

| ATTRIBUTES                           | ESSENTIAL                                                                                                                                                                                                                                                                                                                                                                                                                                                        | HOW IDENTIFIED                            | DESIRABLE                                                                                                                                  | HOW IDENTIFIED                            |
|--------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------|
| <b>QUALIFICATIONS AND EXPERIENCE</b> | <ul style="list-style-type: none"> <li>• 2.1 degree or above (2.2 degrees will also be considered)</li> <li>• A degree or A-levels in a relevant curriculum area</li> <li>• Good personal numeracy and literacy skills (GCSE Grade C or equivalent)</li> <li>• Recent training in primary literacy or numeracy</li> <li>• Training in special educational needs strategies</li> </ul>                                                                            | Application Form/Checking of Certificates | <ul style="list-style-type: none"> <li>• Experience of Primary Education</li> <li>• Minimum 3 months experience working as a TA</li> </ul> | Application Form/Checking of Certificates |
| <b>SKILLS AND KNOWLEDGE</b>          | <ul style="list-style-type: none"> <li>• Ability to work independently to plan and deliver a concentrated programme of intervention</li> <li>• Able to monitor pupil progress and provide reports to class teacher and line manager</li> <li>• Ability to build effective working relationships with all pupils and colleagues</li> <li>• Ability to promote a positive ethos and role model positive attributes</li> <li>• Good communication skills</li> </ul> | Application Form/Interview                |                                                                                                                                            |                                           |

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| <b>SKILLS AND KNOWLEDGE</b>             | <ul style="list-style-type: none"> <li>• Understanding of national curriculum for agreed subject specific area and other basic learning programmes/techniques (within specified age range/subject area)</li> <li>• General awareness of inclusion, especially within a school setting</li> <li>• Able to plan and prepare resources to support learning programmes</li> <li>• Experience/awareness/interest in specific special needs</li> <li>• Effective use of ICT to support learning</li> <li>• Understanding of other basic technology – DVD player, photocopier</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                     | Application Form/Interview |  |  |
| <b>PROFESSIONAL PRACTICE AND VALUES</b> | <p>Must be able to demonstrate the following:</p> <ul style="list-style-type: none"> <li>• High expectations of all pupils; respect for their social, cultural, linguistic, religious and ethnic backgrounds; and commitment to raising their educational achievements</li> <li>• Ability to build and maintain successful relationships with pupils, treat them consistently, with respect and consideration, and demonstrate concern for their development as learners</li> <li>• Demonstrate and promote the positive value, attitudes and behaviour they expect from the pupils with whom they work</li> <li>• Ability to work collaboratively with colleagues, and carry out role effectively, knowing when to seek help and advice</li> <li>• Able to liaise sensitively and effectively with parents and carers, recognising role in pupils' learning</li> <li>• Able to improve their own practice through observations, evaluation and discussion with colleagues</li> </ul> | Application Form/Interview |  |  |
| <b>SPECIAL WORKING CONDITIONS</b>       | <ul style="list-style-type: none"> <li>• The ability to converse at ease with customers and service users and provide advice in accurate spoken English.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Application Form/Interview |  |  |

