



Person Specification

Job Title : Learning Mentor

Dorset Grade 7 Salary range £19,574

30.25 hours per week Monday to Friday, term time only

1. EDUCATION AND PROFESSIONAL QUALIFICATIONS

Essential

A minimum of 5 GCSEs Grade C or above, or equivalent, including English & Maths

Desirable (Ranked in overall order of importance)

Level 3 NVQ in Supporting Teaching and Learning in Schools

Source of criteria evidence (e.g. applications, references, interview & other)

Application

References

Interview

2. KNOWLEDGE

Essential

An ability to communicate effectively with students

An ability to work autonomously and as part of a team – must be an excellent team member

Good organisation, time management, communication and interpersonal skills

Knowledge of the principles involved in giving advice and guidance to young people including the place of confidentiality and sharing information

The ability to liaise with and gain the confidence of all school staff

Good ICT skills

Desirable (ranked in overall order of importance)

Knowledge of and understanding of how to manage behaviour

An understanding and knowledge of the National Curriculum

The ability to find creative and imaginative solutions to problems

Knowledge and understanding of strategies to remove barriers to learning in young people

Source of criteria evidence (e.g. applications, references, interview & other)

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3. EXPERIENCE

Essential

Experience of working with children and young people

Desirable (ranked in overall order of importance)

Experience of working in an educational setting
Experience of working with children with SEMH (Social, Emotional and Mental Health) needs
Experience of working in Alternative Provision
Experience of working as a Teaching Assistant could be beneficial

Source of criteria evidence (e.g. applications, references, interview & other)

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4. PERSONAL ATTRIBUTES

Essential

Empathetic to the pressures that young people face
Resilience
Calm under pressure
To have a keen interest in working with young people with challenging needs
Ability to establish a rapport with students to develop their social and academic potentials
Very good interpersonal and communication skills
Adaptable and flexible
An eagerness to gain experience, expertise and professional development through this position

Desirable (ranked in overall order of importance)

Source of criteria evidence (e.g. applications, references, interview & other)

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5. OTHER FACTORS

Essential

Full driving licence and the use of a vehicle for off-site activities

Ability to form and maintain appropriate relationships and personal boundaries with children in accordance with safeguarding practice

The post holder will need to be sensitive to the needs of vulnerable young people and creative and innovative in the way they meet those needs

The post holder will need to be diplomatic, discrete and decisive

Desirable (ranked in overall order of importance)

Source of criteria evidence (e.g. applications, references, interview & other)

N/A

Person Specification prepared by :

Designation :

Date :

David Dinsmore

Headteacher

September 2026