



Person Specification

Learning Support Mentor (Teaching Assistant)

(E) = Essential

(D) = Desirable

Important! Engaging Potential works with young people of secondary school age who have Behavioural, Emotional and Social Difficulties (BESD) who require an alternative to mainstream schooling. Our young people typically present very challenging behaviours and your personal and emotional resources are under pressure every day.

Experience

We require the candidates to show evidence of:

- Experience of working in either
 - a teaching/ tutor /Learning Support role (e.g. HLTA, LSA, TA) **(D)**
 - a mentoring, advice and guidance or support role **(D)**
- Experience of providing support to a relevant, i.e. demanding, caseload of clients **(E)**
- Experience of liaising with agencies and developing and maintaining partnerships **(D)**
- Experience of working effectively with individuals with behaviour, emotional, social and education difficulties **(D)**
- Experience of working in a Pupil Referral Unit or Special Education **(D)**
- Experience of organising multiple tasks and managing own time effectively **(D)**
- Experience of working effectively as part of a team **(D)**
- Experience of working successfully in situations which draw heavily on the ability to deal with difficult pressures and personal challenges **(D)**
- Experience of ICT including Microsoft Word, Excel, PowerPoint and Outlook **(E)**
- Experience of leading and/or supporting sessions in English, Maths and Science **(D)**

Knowledge and Commitment to Learning

We require the candidates to demonstrate a:

- Commitment to continuous professional development – own and that of team members **(E)**

Qualifications

N.B. Finding people with the right personal qualities is at least as important to us as formal qualifications, though the successful applicant will be keen to continue their professional development and qualifications.

We require the candidates to show evidence of:

- A recognised and relevant qualification in either:
 - a mentoring qualification at minimum of NVQ 2 or equivalent **(D)**
 - a recognised and relevant learning support/teaching assistant qualification at minimum of NVQ 3 or equivalent **(D)**
- Willingness and ability to undertake further training towards recognised qualifications and continuous professional development required by Engaging Potential in line with the requirements of the post **(E)**
- GCSE English and Maths at Grade C or above **(D)**
- An I.T. qualification would be advantageous **(D)**
- A coaching, counselling or teaching qualification would be advantageous **(D)**

- Experience of working in a Pupil Referral Unit or Special Education Provision **(D)**
- Own car **insured for business use and** clean driving licence **(E)**

Skills

The candidate must demonstrate:

- Excellent organisational skills **(E)**
- An ability to communicate well in person and on paper with excellent interpersonal skills **(E)**
- An ability to plan, deliver and review sessions with young people **(E)**
- An ability to work with little or no supervision as and when required **(E)**
- An ability to organise own work as and when required and to keep records and carry out all associated administration **(E)**
- ICT skills for administration and communication purposes **(E)**
- An ability to present material to groups **(D)**
- An ability to build supportive relationships with participants whilst:
 - maintaining professional boundaries **(E)**
 - challenging appropriately when in the best interest of the participant **(E)**

Personal Qualities

The candidate must demonstrate:

- Commitment to equality of opportunity and motivation to promote this, along with a positive attitude to young people **(E)**
- An ability and willingness to respond positively and effectively to change and new ideas **(E)**
- A commitment to a person – centred, holistic and non-judgmental approach **(E)**
- Persistence, enthusiasm and patience **(E)**
- A strong belief in the potential of, and a positive attitude towards, young people, including those who present challenging behaviour **(E)**
- An ability to plan, facilitate and lead 1:1 and groups sessions **(E)**
- Reliability and ability to apply procedures as required **(E)**
- Effective personal boundaries **(E)**

Equal Opportunities: Statement of Intent.

Engaging Potential aspires to equality of opportunity in its recruitment and professional practices (i.e. applicable to programme young people and to staff) and will not tolerate discrimination on the basis of gender; nationality; race; ethnicity; age; disability status; sexual orientation; religion; belief; creed or any other grounds which may lead to discrimination. The management team encourage contact from anybody with concerns or comments about Engaging Potential's policies or practices.

Engaging Potential is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The successful candidate will be expected to undergo the necessary DBS and other relevant clearance checks.