



PERSON SPECIFICATION

POST	LEARNING & DEVELOPMENT MENTOR		DEPT	QUALITY UNIT
GRADE	SCALE 5		REF No	069-19

EDUCATION / TRAINING		CRITERIA ESSENTIAL (E) DESIRABLE (D)	MEASURED BY INTERVIEW (I) APPLICATION (AF) ASSESSMENT CTRE (AC) PRESENTATION (P)
GCSE maths and English (Grades A-C) or equivalent.		E	AF
Level 3 Award in Education and Training or equivalent or willingness to work towards.		E	AF
Level 2 Counselling qualification or willingness to work towards.		E	AF
RELEVANT EXPERIENCE			
Must have experience of working with young people and groups of young people in an educational, youth work or similar setting.		E	AF/I
Experience of providing pastoral care and support which could involve liaison with other agencies.		E	AF/I
Experience of supporting and or leading young people in terms of developing life skills such as employability.		E	AF/I
RELEVANT KNOWLEDGE/ SKILLS & APTITUDES		E / D	MEASURED BY
An empathetic approach to working with young people as individuals and in groups.		E	AF/I
The ability to facilitate delivery of pre prepared group sessions.		E	AF/I
Excellent communication skills and good ICT skills (or a preparedness to develop ICT skills).		E	AF/I
To be able to work as part of a team to achieve best results for young learners.		E	AF/I
The ability to encourage, challenge and inspire young people to achieve success and become informed and engaged citizens.		E	AF/I
The ability to support learners in the setting and achieving of SMART targets to support them in achieving their goals.		E	AF/I

SPECIAL REQUIREMENTS		E / D	
The successful post holder would be expected to have a flexible approach to their work.		E	AF/I
The successful applicant will need to have a DBS check to work in the College environment.		E	AF/I
The post holder would be required to demonstrate an ability to discretion and maintaining confidentiality.		E	AF/I
Must be willing to undertake appropriate training and development in order to meet the requirements of the college.		E	AF/I
Awareness of health and safety requirements.		E	AF/I
Commitment to the principles of valuing diversity and equal opportunities.		E	AF/I
Bolton College is committed to safeguarding and promoting the welfare of young people and vulnerable adults and expects all staff and volunteers to share this commitment.		E	AF/I