



ST JOHN RIGBY COLLEGE
Gathurst Road, Orrell, Wigan, WN5 0LJ

Learning Mentor - Person Specification

	Essential	Desirable
QUALIFICATIONS AND ATTAINMENTS		
• GCSE/O-level in English and Maths	✓	
• General education to A-level standard	✓	
• Degree		✓
• Teaching Qualification		✓
EXPERIENCE		
• Experience of working with the 16-18 age group ideally in a Sixth Form/FE college or educational establishment		✓
SKILLS / KNOWLEDGE / ABILITIES		
• Excellent interpersonal skills	✓	
• Good communication skills both written and verbal	✓	
• Ability to organise and prioritise own workload	✓	
• Ability to work on own initiative and without close supervision	✓	
• Ability to be a fully integrated team member	✓	
• Ability to work with interruptions	✓	
• Ability to assist staff and students in a polite and helpful manner	✓	
• Ability to meet deadlines	✓	
• Ability to provide personal care to individual students or willingness to undertake training in this area	✓	
QUALITIES		
• Commitment to and ability to support the distinctive ethos of the College	✓	
• Comfortable and supportive of working in a Catholic College	✓	
• Committed to equality of opportunity and fair treatment for all staff and students	✓	
• Awareness of and ability to work within health and safety requirements and the College's Health and Safety Policy	✓	
• Willingness to participate in the individual staff review and development procedures	✓	
• Willingness to keep up-to-date on issues concerning IT developments	✓	
• Willingness to undertake further training	✓	
• Approachable	✓	
• Adaptable/Flexible	✓	
• Enthusiastic	✓	
• Positive	✓	
• Patient	✓	
• Willing to take virtually any reasonable work related task if and when necessary	✓	
• Enjoy working with students of 16-19 age group	✓	
PHYSICAL		
• Normal vision (with or without glasses)	✓	
• Able to speak clearly	✓	

• Able to lift and carry portable items of equipment	✓	
OTHER		
Enhanced DBS Clearance	✓	
Ability to meet the requirements of the Asylum and Immigration Act (to be legally employed to work in the UK)	✓	

Sep 2019