



Ready to **Work** | Ready to **Learn**



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PERSON SPECIFICATION

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| Job Title | ALS Mentor – Specific Learning Difficulties |
| Reference | |
| Department | Additional Learning Support |
| Grade | S02 |
| Reports to | ALS/SpLD Co-Ordinator |

| A = Application Form C = Certificate I = Interview | P = Practical Assessment R = References T = Test | Essential or Desirable (E or D) | Method of Assessment |
|---|--|---------------------------------|----------------------|
| Approach/Values | | | |
| A commitment to Excellence and the delivery of continuous improvement. | | Essential | A |
| The ability to adopt an Ambitious approach – using innovation and creativity to realise the College's vision. | | Essential | A |
| The ability to maintain Focus , adopting a professional and purposeful approach | | Essential | A |
| A demonstrable track record of accepting Accountability and taking responsibility for outcomes | | Essential | A |
| A commitment to Inclusion – demonstrating an open, welcoming and supportive attitude to Colleagues and Students. | | Essential | A |
| The ability to act with Integrity –displaying a fair, open and honest and accountable | | Essential | A |
| <i>Safeguarding criteria dependent on Role</i> | | Essential | A |
| Ability and determination to promote equality and diversity throughout all aspects of College life, including employment and service delivery. | | Essential | A |
| Experience | | | |
| Successful and significant experience of working with, Dyslexia and Specific Learning Difficulties students in a FE context in a multi-cultural environment | | Essential | A,I |
| Current knowledge and awareness of academic and social issues affecting recruitment, progression and retention of learners. | | Essential | A, I |
| Current knowledge and experience of using a range of materials, resources and assistive technologies for learners with SpLDs. | | Essential | A, I |
| Experience of developing appropriate links and partnerships for specialist support and or referral. | | Desirable | A, I |
| Education | | | |
| Level of Maths & English Qualifications relevant to the post (Level 3 minimum) | | Essential | A,I |
| Postgraduate Diploma in Adult Dyslexia, Diagnosis and Support Level 7 | | Essential | A,I |
| Postgraduate Certificate in the Assessment of SpLD or equivalent. | | Essential | A,I |
| Skills | | | |
| Effective communication skills: ability to communicate with a range of people including staff within the college and external agencies; prepare reports and documents tracking learner progress, learner attendance and quality of the service. | | Essential | A,I |
| Demonstrate the effective use of Microsoft Office packages and Google using specialist software for coaching students with SpLDs. | | Essential | A,I,T |

* The selection criteria are for guidance only and alternative methods may be used to assist the selection process.

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| Ability to maintain professional outlook while working within a high demand-led environment. | Essential | A,I |
| Able to promote the ALS service and support for learners across the college in a positive and proactive way. | Essential | A,I |
| Be willing to undertake relevant training for continued professional development in order to ensure knowledge and expertise remains current and up-to-date | Essential | A,I |
| To take responsibility in retaining the information that is necessary to do your role successfully all points are requirements of your role and you will be appraised on this annually. | Essential | A,I |
| Demonstrate effective administrative skills; ability to devise learning development plans, ability to maintain accurate and accessible records, to complete relevant forms and documentation for support, maintain and to comply with existing systems. | Essential | A,I |