

Person Specification

JOB TITLE: Pupil Premium Mentor

DATE: October 2026

COMPLETED BY: Assistant Principal

ATTRIBUTES	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
KNOWLEDGE	• Understanding of effective mentoring. • Understanding of behaviour and pastoral support. • Understanding of safeguarding and confidentiality.	• Knowledge of/experience using a School Information Management System. • Understanding of the barriers that can affect disadvantaged pupils.
SKILLS & ABILITIES	• Excellent interpersonal and communication skills. • Strong ICT skills, competent in the use of spreadsheets and databases. • Ability to communicate professionally with pupils, staff and parents/carers. • Ability to maintain accurate records. • Ability to work with limited supervision and to use own initiative. • Ability to produce written documentation e.g. letters, emails and data/reports. • Attention to detail and accuracy. • Strong organisational and time administrative skills. • Ability to challenge appropriately while maintaining positive relationships. • Ability to be flexible in line with role requirements.	
EXPERIENCE	• Experience of working with young people. • Experience of using IT systems to record and manage information. • Experience of working independently as well as collaboratively as part of a team.	• Experience of working within a secondary school or similar education setting. • Experience supporting young people facing barriers to learning.
QUALIFICATIONS	• GCSE Grade C/4 or equivalent in English and Maths. • Willingness to participate in CPD for further training.	• A relevant qualification in education, youth work, pastoral support or a related field.
PERSONAL CIRCUMSTANCES	• Positive and supportive approach. • Motivated and enthusiastic. • Maintains high expectations for young people. • Committed to improving outcomes for disadvantaged pupils. • Patient and empathetic. • Calm and resilient. • Ability to work under pressure. • Prepared to work flexibly.	
EQUALITY	Candidates must demonstrate understanding, acceptance and commitment of/to the underlying equal opportunities.	