

Policy Document No: Per 1.1.2

Vocational Mentor Person Specification

Job Title: VOCATIONAL MENTOR

Job Vacancy No:

Establishment: Adult Services

<u>Knowledge</u>	<u>Essential</u>	<u>Desirable</u>
1 Knowledge of subject area to be delivered	✓	
2 Knowledge of the learning process	✓	
3 Knowledge of keys aspects of health and safety legislation		✓
4 Knowledge and awareness of Autism/Learning Disabilities and / or special needs	✓	
5 An understanding of actions or situations that might be considered as 'discrimination' and an understanding of how these can be prevented	✓	
<u>Skills and Abilities</u>		
1 Ability to demonstrate a level of punctual and reliable attendance at work required to satisfactorily fulfil job role	✓	
2 Ability to develop a wide range of vocational activities	✓	
3 Ability to plan and prepare activities to meet specified needs and review their effectiveness	✓	
4 Ability to use a range of approaches to enable residents to develop skills	✓	
5 Ability to form and promote positive relationships and effectively support residents	✓	
6 Ability to accurately assess residents progress and development and complete required records	✓	
7 Ability to communicate clearly, accurately and promptly, at all levels, verbally and in writing	✓	
8 Ability to promote a non-aversive approach to managing challenging behaviours and to challenge bad practice		✓
9 Ability to carry out appropriate physical interventions where necessary to safeguard self and others (after training)		✓
10 Ability to evaluate own performance, identify own training needs and engage in continuous professional development		✓

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	<u>Essential</u>	<u>Desirable</u>
<u>Qualifications required</u>		
1 No criminal record including convictions, cautions, reprimands, bindings over or warnings which may be relevant to the safety and welfare of residents or staff	As assessed by Head/Principal	
2 Recognised qualification relevant to subject delivery (equivalent to NVQ 2 standard or above) where applicable	√	
3 Hold C&G 7407/NVQ 3 training and development/CertEd/CertHE (Autism) (if not held must be willing to achieve within 2 years of taking up post)		√
4 Current driving licence		√
5 Current First Aid at Work Certificate – 4 day (may be achieved in post)		√
<u>Experience required</u>		
1 Experience of working as part of a team	√	
2 Experience of working effectively with learners who experience difficulties similar to those experienced by residents at this establishment		√
3 Experience of planning, delivering and assessing activities appropriate to individuals' needs and abilities		√

Prepared by Human Resources Dept. Date: 22 October 2009

Jobholder Signed Date:

Manager Signed Date: