

**St Mary’s CE High School**

**Careers Lead and Advisor**

**Person Specification**

|  | **Professional Skills and Attributes** | **Essential/ Desirable** |
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| **Knowledge** | 1. Will have L6 careers guidance qualification 2. An understanding of and a commitment to equality of opportunity for all 3. Knowledge of the local labour market and issues relating to learning and employment 4. Demonstrate an up to date knowledge of legislation and statutory requirements of working with young people 5. Detailed knowledge of relevant developments in Careers Education, Information, Advice and Guidance (including Gatsby and the Career Development Institute Framework) 6. Demonstrate professional commitment to children’s rights, equal opportunities and diversity 7. Have a detailed knowledge of education, employment, training and personal development opportunities that are available to young people 8. Understanding of working with young people and their careers aspirations 9. Knowledge of using digital and social media in a workplace environment 10. Knowledge of education, employment, training and personal development opportunities that are available for young people 11. Detailed knowledge of relevant developments in Careers Education, information, Advice and Guidance 12. Knowledge of evaluation methods and how to measure impact of activities | 1. E 2. E 3. E 4. E 5. E 6. E 7. E 8. E 9. D 10. D 11. D 12. D |
| **Experience** | 1. Will have worked with young people, preferably in a school setting 2. Will have worked in a collaborate team setting and built/maintained effective relationships 3. Will have experience in CIAG in any setting | 1. E 2. E 3. E |
| **Skills** | 1. Effective communication skills including written and verbal and be able to relate to a wide range of people and organisations 2. Work collaboratively as part of a team 3. Excellent organisational skills, to include time management of own work 4. Ability to meet deadlines and achieve targets and implement contingency plans where necessary 5. Excellent IT skills including all Microsoft Office software 6. Apply a flexible approach to work activities including travel as required to meet business objectives 7. Display an open mind and positive attitude to work and colleagues | 1. E 2. E 3. E 4. E 5. E 6. E 7. E |

The skills and attributes listed above will be assessed through the application form and supporting statement and the interview.

In addition to candidate’s ability to perform the duties of the post, the interview will also explore issues relating to the safeguarding and promoting the welfare of children including:

* Motivation to work with adults, children and young people
* Ability to form and maintain appropriate relationships and personal boundaries with children and young people
* Emotional resilience in working with challenging behaviours and situations
* Attitudes to the use of authority and maintaining discipline

If the candidate is short listed, any relevant issues arising from references will be taken up at interview.

March 2022