

## Person Specification: Careers Adviser

Skills, Qualifications and Training	Essential	Desirable
Recognised Level 6 Careers qualification	✓	
Qualified Teacher Status		✓
Good degree in a relevant subject		✓
Courses of further study relevant to the post		✓
Evidence of active involvement in professional development		✓
Excellent organisation skills	✓	
Excellent ICT skills	✓	
Experience building strong relationships with a range of stakeholders, including students, parents, school staff and outside businesses and agencies		✓
Teaching Quality & Experience	Essential	Desirable
Have experience of a range of year groups including examination classes	✓	
Understanding of current good practice, strategy and execution of careers and employability education	✓	
Possess thorough understanding of the requirements and opportunities of the secondary curriculum	✓	
Ability to plan activities effectively and have sound understanding of strategies to raise aspirations	✓	
Good awareness of current educational developments	✓	
Have the capability to lead others		✓
Personal Qualities	Essential	Desirable
Possess strong leadership and management skills		✓
High levels of integrity and professionalism	✓	
Ability to work well in a team	✓	
Ability to think originally and creatively	✓	
Enthusiasm, energy and commitment	✓	
Possess excellent written and verbal communication skills	✓	
Flexible and outward looking willing to take on new ideas and make new connections	✓	
A collaborative planner, able to work across subject disciplines and with other schools	✓	
An understanding of and commitment to the school vision	✓	
Have the ability to relate positively to students, parents and other stakeholders to engage them successfully in the life of the school	✓	
Be committed to maintaining an inclusive ethos in the school	✓	
Possess high levels of organisation	✓	
Excellent interpersonal and communication skills	✓	
The ability to lead and foster positive professional relationships	✓	