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**MOUNT ST MARY’S CATHOLIC HIGH SCHOOL**

**CAREERS ADVISER - PERSON SPECIFICATION**

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| **Attributes** | **Essential** | **Desirable** | **Evidence** |
| Qualifications and Training | * High standards of numeracy and literacy (minimum GCSE or equivalent in English and Maths at grade C or above)
* Professional qualification in Careers
* Guidance or IAG at Level 4 or above.
 | * Degree or equivalent higher level qualification
 | Application  |
| Knowledge and Experience | * Recent experience in the field of CEIAG
* Proven ability to lead and mange others
* An understanding of the key quality indicators within a Careers and Guidance service.
* Experience of recent developments in pre and post 16 education.
* Experience of recent developments in the British Higher Education system.
* Experience of recent developments in training and employment.
 | * Experience of working with young people in an educational/careers guidance environment.
* Experience of delivering presentations to parents, staff, students, senior leaders and

Governors. | Application Interview References  |
| Skills/Abilities | * Able to work both independently, using your own initiative, and as part of a team,
* Understand and apply the principles of

IAG and Careers Education. * Lead the school’s careers and guidance provision.
* Manage a case load of clients.
* Conduct group sessions.
* Conduct presentations to large groups.
* Plan and organise large whole school events.
* Contribute to the school’s careers education programme.
* Establish and maintain effective links with all key stakeholders.
* Research and disseminate information.
* Produce resources, including on-line resources.
* Effectively use ICT packages such as MS

Word and Powerpoint.* Keep accurate records.
* Appropriately handle sensitive information.
* Understand and apply principles of

Safeguarding young people.* Conduct effective guidance interviews.
* Ability to work evenings.
* Willingness to undergo further training and professional development.
 | Have the ability to: * Effectively use Social Media and emerging technologies.
 | Application Interview |
| Personal Qualities | * Excellent communication and

interpersonal skills.* Flexible and adaptable.
* Able to meet deadlines.
* Organisational and time management
* Skills.
 |  | Application Interview References  |