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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 |