



Person Specification - Careers Advisor and Academic Mentor

We are seeking a passionate person who is committed to supporting all students to be aspirational, making the right choices to enable them to succeed. You should have a positive, professional, 'can do' approach to your work and be willing to go the extra mile to ensure that all pupils are given the chance to realise their full potential.

Knowledge & Competencies	Essential	Desirable
Thorough understanding of the Gatsby benchmarks and School Compliance	✓	
QCF Level 6 Diploma in Careers Guidance and Development or other equivalent qualification		✓
Be (or become) skilled in the use of the school information database system (Brom Com)	✓	
Understanding of the process of transition from KS4 into 5 and the issues students encounter		✓
To be competent in Microsoft Office, PowerPoint & Excel	✓	

Personal Qualities	Essential	Desirable
Ability to develop and maintain good relationships with staff, pupils, parents, governors, alumni and external agencies	✓	
Self-motivated and able to work under own direction	✓	
High level of organisation skills	✓	
Be highly organised and have the ability to effectively time manage and prioritise multiple tasks	✓	
Be flexible in their approach, willing to work as a team player and to be positive, committed and self-sufficient, taking pride in their work and organising their workload to ensure all deadlines are met	✓	
Be able to work under pressure in order to meet deadlines	✓	
Have outstanding written and oral communication skills	✓	
Have excellent interpersonal skills and be a real team player	✓	
Skilled and confident to be able to instruct groups of young people	✓	
To be solution focused and have the initiative and research skills to acquire information when required, or to acquire appropriate help	✓	
Be open to training and development to meet the ever changing demands and opportunities of working in a school as and when they arise	✓	
Have excellent listening and communication skills	✓	
A commitment to inclusion and diversity	✓	

Experience	Essential	Desirable
Experience of working in a secondary school setting		✓
Experience of running study support and intervention programmes		✓
Experience of working with young people on a one to one basis		✓