

Person Specification

Careers Advisor

| Criteria | Essential | Desirable |
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| Qualifications | | |
| Level 6 Diploma in Careers, Guidance and Development | X | |
| Strong evidence of continued professional development | X | |
| Educated to degree level or equivalent | | X |
| Experience | | |
| Proven track record of excellent knowledge in subject area and educational developments | X | |
| A confident practitioner who has a strong rapport with students of all abilities | X | |
| Awareness of school curriculum | | X |
| Experience in a Careers, Guidance and Development or similar environment | | X |
| Knowledge and Skills | | |
| Excellent written and spoken English | X | |
| Confident in ICT at a level to meet the demands of the job | X | |
| Proven high level of organisational, analytical and problem-solving skills | X | |
| Information retrieval skills | X | |
| Awareness of current developments/changes to careers | X | |
| Excellent communication and listening skills | X | |

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| the ability to motivate and build a rapport with a range of people | X | |
| Flexibility and adaptability | X | |
| An empathetic and non-judgemental approach to work | X | |
| An understanding of the issues around confidentiality | X | |
| The ability to work individually or as part of a team | X | |
| The ability to manage your own caseload | X | |
| Research skills for finding out information about a range of careers and training opportunities | X | |
| Organisational skills | X | |
| The ability to work and stay calm under pressure | X | |
| Personal Qualities | | |
| Ability to communicate effectively with all members of the school community | X | |
| Commitment to safeguarding and protecting the welfare of children and young people | X | |
| Evidence that suggests commitment to pupil success and achievement | | X |
| Other Requirements | | |
| Self-motivated and able to work under own direction | X | |
| Proactive and imaginative in approach to careers provision | X | |
| Ability to liaise confidently and build good relationships with teaching staff and other professionals | X | |
| Ability to work with young people | X | |
| Can-do attitude | X | |

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| Deliver an inclusive, welcoming whole school service | X | |
| Ability to remain calm when under pressure and employ tact and diplomacy in difficult/sensitive situations | X | |