

## CEIAG Advisor (Careers, Education, Information, Advice and Guidance): Person Specification

AF – Application Form

SP – Selection Process

Specification	Essential/ Desirable	Method of Assessment
<b>QUALIFICATIONS / PROFESSIONAL MEMBERSHIP</b>		
<ul style="list-style-type: none"> <li>Minimum of 5 GCSE's at Grade C or above (or equivalent) including English and Maths</li> </ul>	E	AF
<ul style="list-style-type: none"> <li>Educated to degree level</li> </ul>	D	AF
<ul style="list-style-type: none"> <li>Level 6 qualification in career guidance and development, or equivalent (or willingness to undertake this)</li> </ul>	E	AF
<b>PROFESSIONAL EXPERIENCE</b>		
<ul style="list-style-type: none"> <li>Experience of working in an educational setting/mentoring young people.</li> </ul>	D	AF
<ul style="list-style-type: none"> <li>Experience of dealing with challenges and difficult situations in a calm and professional manner.</li> </ul>	E	AF, SP
<ul style="list-style-type: none"> <li>Experience of working as a careers guidance advisor</li> </ul>	D	AF
<ul style="list-style-type: none"> <li>Planning and delivering careers events</li> </ul>	D	AF
<ul style="list-style-type: none"> <li>Planning and delivering of IAG and work experience programmes</li> </ul>	D	AF.SP
<b>KNOWLEDGE AND SKILLS</b>		
<ul style="list-style-type: none"> <li>Good working knowledge and understanding of ICT</li> </ul>	E	SP
<ul style="list-style-type: none"> <li>The ability to follow procedures and instructions.</li> </ul>	E	SP
<ul style="list-style-type: none"> <li>The ability to establish and develop successful working relationships with pupils.</li> </ul>	E	SP
<ul style="list-style-type: none"> <li>Ability to prioritise workload with effective decision-making and organisational skills.</li> </ul>	E	SP
<ul style="list-style-type: none"> <li>Ability to maintain resilience, demonstrate understanding and ensure solution-focused thinking.</li> </ul>	E	SP
<ul style="list-style-type: none"> <li>Excellent interpersonal and communication skills</li> </ul>	E	SP

▪ Reflective, resilient, responsive and reliable	E	SP
▪ To be familiar with advice and guidance policy and practice	E	SP
▪ Highly developed inter-personal skills, including networking and negotiating.	E	SP
<b>PERSONAL QUALITIES</b>		
▪ Able to work autonomously, using own initiative	E	SP
▪ Ability to maintain confidentiality in all aspects of work whilst keeping data secure	E	SP
▪ Self-motivated, with the ability to multi-task	E	SP
▪ A commitment to your own continuous professional development.	E	AF
▪ Personal commitment to the college's professional standards, including dress code, as appropriate.	E	AF
▪ The post will require an enhanced DBS clearance.	E	SP
▪ To promote Health & Safety, Safeguarding policies and Equality & Diversity across the Trust.	E	AF