



PERSON SPECIFICATION – Careers and Aspirations Guidance Co-Ordinator

Person Specification:	Essential	Desirable	Recruiting Method
Education and Training	<p>High levels of literacy and numeracy GCSE English and Maths Grade C or above or equivalent</p> <p>Level 4 Diploma in CEIAG and a willingness to work towards Level 6 in the first year. (This will be supported by the Trust).</p>	<p>Qualified to Level 6 Careers Guidance</p>	<p>Application</p>
Skills and Experience	<p>Experience of working with children and young people in an educational environment.</p> <p>Experience of working in a similar role.</p> <p>Experience of liaising and with a wide range of agencies.</p> <p>Knowledge of ICT applications e.g. Microsoft Office, Excel and SIMS.</p> <p>ICT - ability to use various office software / systems.</p> <p>Ability to lead and advise on careers guidance. Confidence to lead on presentations to groups of students.</p> <p>Excellent interpersonal skills Ability to communicate effectively both verbally and in writing.</p> <p>Ability to maintain efficient record keeping systems.</p> <p>Knowledge and understanding of the Local Labour Market and training / education opportunities</p> <p>Ability to motivate and organise students.</p>	<p>Previous experience of working with disadvantaged, SEND and vulnerable children in a school or similar environment.</p>	<p>Application Interview Assessment</p>

Specialist Knowledge and Skills	<p>Understanding of the Secondary and Post 16 and Post 18 Educational Landscape.</p> <p>Knowledge of progression pathways for GCSE students including Apprenticeships and T Levels. Knowledge of progression routes from Post 16 to Post 18 education.</p> <p>Knowledge of routes into work experience.</p>	<p>Experience of NEET prevention.</p> <p>Experience of having supported students from disadvantaged backgrounds in reaching aspirational destination.</p>	<p>Application Interview Assessment</p>
Behaviours and Values	<p>Be willing and flexible to work independently in a reasonable manner.</p> <p>Constructively support the positive ethos of the school by being self-aware and taking personal responsibility for being part of the broader team.</p> <p>Effective team player.</p> <p>Trust and Integrity.</p>	<p>A willingness to contribute to the wider life of the academy.</p>	<p>Application Interview Assessment</p>

The Trust is committed to safeguarding, promoting the welfare of children and to ensuring a culture of valuing diversity and ensuring equality of opportunities.

Last Updated June 2022