

Essential	Desirable
Knowledge & Experience	
Substantial experience in careers education and guidance.	Experience of providing guidance to post 16 students.
Competence in one-to-one work with 11-16 year olds in career guidance.	Experience within a school or other educational setting.
Experience of delivering CEIAG training in small groups.	
Experience of assessing and identifying student's needs.	
Ability to motivate and guide students.	
Excellent knowledge of careers guidance profession and standards.	
Up-to-date knowledge of careers and education pathways.	
Knowledge of apprenticeships and other training opportunities.	
Knowledge of National Labour market development and trends.	
Experience of working with a range of cultures.	
Knowledge of and compliance with relevant school policies and procedures.	
	Some experience in leadership and development.
Qualifications	
Educated to degree level (or equivalent). A professional careers guidance qualification (minimum of NVQ level 4).	Careers professional qualification at level 6. Member of Careers Development Institute (CDI).
Skills & Abilities	
Excellent written and verbal communication skills.	
Ability to communicate effectively with and relate to a variety of people: students, staff, parents, governors and others.	
Ability to liaise with other training professionals and form effective working relationships.	
Ability to communicate and develop relationships with employers and support work experience opportunities.	
Excellent IT skills and working knowledge of MS Office, in particular Word, Excel, Outlook, Access.	Experience of school-based administration systems such as CMIS or SIMS.
Excellent organisational and administrative skills. The ability to devise and manage short, medium and long-term plans.	
Ability to manage own time and prioritise work to meet deadlines.	
To be able to work calmly under pressure, be attentive to detail, working to tight deadlines.	Experience of working under pressure and prioritising workload.
Ability to use own initiative as well as working in a team environment.	
Ability to be an effective team member committed to quality delivery.	
Ability to work with, and alongside, management at all levels.	
Excellent interpersonal skills.	
A flexible approach.	
Ability to build trust and engage with students.	Experience of working in a multi-agency setting.
Problem solving skills.	
Ability to remain confident yet discreet in dealing with visitors, parents and students and maintain a professional attitude.	
An understanding of the application of equal opportunities in an educational environment.	
Willingness to develop expertise and undertake further training to meet the demands of a developing role.	

Personal Qualities	
Commitment to achieving high standards.	
Enthusiastic and positive outlook.	
To like young people, have a sensitive and caring manner and at the same time set and enforce clear boundaries.	Experience of working with a variety of people.
Responsible, honest and reliable.	
Excellent attendance and punctuality.	
Creativeness, initiative and assertiveness.	
Willingness to work flexible hours to accommodate school evening events, parents evenings, meetings etc.	
Willingness to take on responsibility and ability to work effectively as part of a team.	
A sense of humour.	
To be in sympathy with the ethos of the school and seek to uphold, develop and enhance the achievements and standards towards which the school works.	

Signed

Post Holder

Head Teacher