

## Careers Guidance Lead - Person Specification

	JOB REQUIREMENT	Essential	Preferred	* How assessed
Qualifications, knowledge and experience	GCSE or equivalent in English and Maths, grade C or above	√		A
	QCF Level 6 Diploma in Career Guidance and Development or Post Graduate or Masters level qualification in a relevant discipline (or a commitment to gaining this qualification)	√		A & I
	Strong digital skills	√		A & I
	Experience of creating innovative approaches and a range of solutions, using initiative, creativity, pragmatism and vision to play an active role in the delivery and evolution of provision	√		A & I
	Experience of delivering professional advice and guidance to young people		√	A & I
	Knowledge of SIMs software		√	A & I
	Previous experience working with young people and/or previous experience in a school environment	√		A & I
Personal and interpersonal	<b>Presenting and Communicating Information</b> Speaks clearly and fluently; expresses opinions, information and key points of an argument clearly; makes presentations and undertakes public speaking with skill and confidence; responds quickly to the needs of an audience and to their reactions and feedback; projects credibility.	√		A & I
	<b>Planning and Organising</b> Sets clearly defined objectives; plans activities and projects well in advance and takes account of possible changing circumstances; manages time effectively; identifies and organises resources needed to accomplish tasks; monitors performance against deadlines and milestones; able to work to deadlines and a willingness to respond positively to all aspects of work; able to be an effective timekeeper and able to manage and organise own time.	√		A & I
	<b>Learning and Researching</b> Rapidly learns new tasks; gathers comprehensive information to support decision making; demonstrates a rapid understanding of newly presented information; encourages an organisational learning approach (i.e. learns from successes and failures and seeks feedback); manages knowledge (collects, catalogues, and disseminates knowledge of use to the organisation).	√		I
	<b>Working with People</b> Demonstrates an interest in and understanding of others; adapts to the team and builds team spirit; recognises and rewards the contribution of others; listens, consults others and communicates proactively; supports and cares for others; develops and openly communicates self-insight; builds good relationships, with a non-judgemental, ethical approach, relating well to people at all levels. Ability to motivate and engage young people.	√		I
	<b>Coping with Pressures and Setbacks</b> Works productively in a pressurised environment; keeps emotions under control during difficult situations; balances the demands of a work life and a personal life; maintains a positive outlook at work; handles feedback well and learns from it.		√	I
Child Protection	A commitment to the responsibility of safeguarding and promoting the welfare of young people. Enhanced DBS disclosure ( <i>to be completed by preferred candidate following interview</i> ).	√		A & I
	Willingness to undertake safeguarding training when required.	√		I