



**CAREERS LEAD  
PERSON SPECIFICATION**

<b>Criterion</b>	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications and Training</b>	<p>GCSE English and Maths Grade C (4/5, or equivalent) and above</p> <p>First Aid at Work Certificate or willingness to undertake</p>	<p>Level 6 Careers Qualification</p> <p>Training in the relevant learning strategies</p>
<b>Experience</b>	<p>Experience of working with children of relevant age</p> <p>To have up to date knowledge and research of recent and relevant Government change and strategies for SEND and employability</p> <p>Experience of using technology and IT skills including Excel/Word and Google Drive</p>	<p>Previous SEN experience would be an advantage</p>
<b>Skills and Ability</b>	<p>Enthusiasm and passion for leading careers</p> <p>High expectations for self and others</p> <p>The ability to prioritise, plan and organise yourself and others</p> <p>The ability to work well and collaboratively with others</p> <p>To be forward thinking, independent and have a 'can do' attitude to the role</p> <p>The ability to establish trusting relationships with students</p> <p>The ability to communicate effectively, both orally and in writing</p> <p>Creative, dynamic approach, anticipating and solving challenges</p> <p>The ability to be self-motivated and ability to motivate, inspire and challenge others</p> <p>The ability to work flexibly, prioritise, multi-task and work well under pressure</p> <p>Good timekeeping and punctuality</p> <p>Ability to self-evaluate learning needs and actively seek learning activities</p>	<p>A growth mind-set</p> <p>A sense of humour</p> <p>Understanding of relevant policies/codes of practice and awareness of relevant legislation including safeguarding</p> <p>General understanding of national/foundation stage curriculum and other basic learning programmes strategies</p> <p>To be willing to train as a minibus driver for the school</p>

	Be reflective of own practice and be willing to act upon feedback and be open to coaching and mentoring	
	Have a full UK Driving Licence	
<b>Knowledge</b>	Knowledge, understanding and annual training of safeguarding	Knowledge and understanding of issues affecting SEND students

[www.cleevemeadow-tkat.org](http://www.cleevemeadow-tkat.org)

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