



THE KING'S SCHOOL

Person Specification

Careers Lead			
CATEGORY	ESSENTIAL	DESIRABLE	EVIDENCE
Qualifications and Training	<ul style="list-style-type: none"> • Hold, or be prepared to work towards, a Level 6 or above qualification in Career Guidance and Development. • A commitment to continuous professional development. • English at GCSE grade C/4 or equivalent. • Maths at GCSE grade C/4 or equivalent. 	<ul style="list-style-type: none"> • Educated to degree level or equivalent. • Be registered with the CDI as a Careers Guidance Professional. 	Application
Experience	<ul style="list-style-type: none"> • Experience of working with young people 1:1 and group sessions, in an educational, careers, or advisory setting. • Experience of organising events. 	<ul style="list-style-type: none"> • Experience in delivering CEIAG programmes in a school, college, or training environment. • Experience of working with employers, training providers, and external agencies to develop careers opportunities for students. • Experience of working with disadvantaged or SEND students to improve careers outcomes. 	Application
Knowledge	<ul style="list-style-type: none"> • Familiarity with statutory guidance for careers provision in school, including the Gatsby Benchmarks. • Understanding of Labour Market Information (LMI) and how to use it to support students' career choices. • Knowledge of apprenticeships, T-Levels, university pathways, and alternative post-16 and post-18 options. • Understanding of modern application and recruitment procedures. • Awareness of safeguarding principles in careers guidance. 	<ul style="list-style-type: none"> • Understanding of child protection regulations. • Understanding of how to promote careers education to a range of stakeholders, including students, parents and carers, and employers. 	Application and interview
Skills and Attributes	<ul style="list-style-type: none"> • Strong interpersonal skills and the ability to develop and maintain positive 	<ul style="list-style-type: none"> • Proficiency in using careers-related digital tools and platforms (e.g., Unifrog). 	Application and interview



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	<p>relationships with a range of stakeholders, including students, parents and carers, teachers, alumni and employers.</p> <ul style="list-style-type: none"> • Strong organisational and administrative skills, including the ability to manage multiple projects and deadlines. • Ability to work independently and take initiative while being a team player. • Excellent ICT / computer skills, in particular Word and Excel. 	<ul style="list-style-type: none"> • Analytical and problem-solving skills to evaluate careers provision and make improvements. 	
Personal Qualities:	<ul style="list-style-type: none"> • Passionate about supporting young people to achieve their aspirations. • A proactive, positive, and flexible approach to work. • Commitment to equality, diversity, and inclusion in careers education. • Willingness to undertake further training and development related to careers leadership. 		Application and interview
Other Requirements:	<ul style="list-style-type: none"> • Enhanced DBS clearance. 	<ul style="list-style-type: none"> • Willingness to work outside of standard school hours for events such as parents' evenings. 	Application and interview