

# Careers Lead

## Trinity Academy

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### Careers

Criteria	Essential	Desirable
<b>Qualifications</b>	<p>Recognised Level 6 Careers qualification or working towards it</p> <p>Strong numeracy and literacy skills</p>	<p>Good Degree</p> <p>QTS</p> <p>Further professional qualifications or study, relevant to the post</p>
<b>Experience</b>	<p>Experience in managing the provision of career information</p> <p>Experience of working with students with a range of abilities</p> <p>Experience or desire to work with students with SEND and from a range of socio-demographic backgrounds</p> <p>Experience or desire to develop, establish and maintain links with employers</p> <p>Excellent organisational skills, to be able to prioritise work and meet deadlines.</p>	<p>Good working knowledge of school specific processes and IT</p> <p>Experienced and confident in establishing, maintaining and developing links with FE colleges, universities and apprenticeship providers</p> <p>A track record of providing quality, appropriate and inclusive careers advice</p>

	<p>Excellent IT skills including working knowledge of MS Office and bespoke software packages.</p> <p>Data processing and management including production of reports in a standard format.</p>	
<p><b>Leadership and Management Skills</b></p>	<p>Ability to manage time effectively, organise &amp; prioritise workloads and work proactively to ensure objectives are fulfilled.</p> <p>Ability to plan activities effectively and have sound understanding of strategies to raise aspirations</p> <p>Ability to design and manage student and parent events</p> <p>A commitment to further professional development for yourself and others</p> <p>Excellent communication with your team and with the leadership team</p> <p>A willingness to collaborate with other schools across the Trust</p> <p>Respect for the professional expertise of others.</p>	<p>The experience, where necessary, to lead on the design and implementation of processes across an organisation.</p>

<p><b>Personal attributes</b></p>	<p>A dynamic leader and a team player</p> <p>Ability to inspire and motivate</p> <p>A genuine care and respect of students and colleagues</p> <p>Integrity</p> <p>Enthusiastic, perceptive and fair.</p> <p>Record of excellent practice.</p> <p>Ability to remain calm under pressure.</p> <p>Good sense of humour</p> <p>'Can do attitude' willing to engage in the whole of school life</p> <p>Organisational skills</p> <p>ICT literate</p> <p>Commitment to raising standards of achievement through innovative practice</p> <p>Genuine care for all students, especially the disadvantaged and vulnerable.</p> <p>Flexibility of working hours during key periods of examinations and results.</p>	<p>Strong leadership and management skills</p>
<p><b>Communication Skills</b></p>	<p>High standard of written and verbal communication skills.</p> <p>Able to speak to a group of people and clearly</p>	<p>Experience of leading meetings.</p>

	communicate information.  Be able to communicate with care and respect to students, staff, parents and carers	
<b>Safeguarding Children</b>	Commitment to safeguarding and promoting the welfare of children and young people  Ability to ensure and deliver effective safeguarding	