

CEIAG Lead (Careers, Education, Information, Advice and Guidance): Person Specification

AF – Application Form

SP – Selection Process

Specification	Essential/ Desirable	Method of Assessment
QUALIFICATIONS / PROFESSIONAL MEMBERSHIP		
▪ Minimum of 5 GCSE's at Grade C or above (or equivalent) including English and Maths	E	AF
▪ Educated to degree level	D	AF
▪ Level 6 qualification in career guidance and development, or equivalent (or willingness to work towards this)	E	AF
PROFESSIONAL EXPERIENCE		
▪ Experience of working in an educational setting/mentoring young people.	D	AF
▪ Experience of dealing with challenges and difficult situations in a calm and professional manner.	E	AF, SP
▪ Experience of working as a careers guidance advisor	D	AF
▪ Planning and delivering careers events	D	AF
▪ Planning and delivering of IAG and work experience programmes	D	AF.SP
KNOWLEDGE AND SKILLS		
▪ Good working knowledge and understanding of ICT	E	SP
▪ The ability to follow procedures and instructions.	E	SP
▪ The ability to establish and develop successful working relationships with pupils.	E	SP
▪ Ability to prioritise workload with effective decision-making and organisational skills.	E	SP
▪ Ability to maintain resilience, demonstrate understanding and ensure solution-focused thinking.	E	SP
▪ Excellent interpersonal and communication skills	E	SP

▪ Reflective, resilient, responsive and reliable	E	SP
▪ To be familiar with advice and guidance policy and practice	E	SP
▪ Highly developed inter-personal skills, including networking and negotiating.	E	SP
PERSONAL QUALITIES		
▪ Able to work autonomously, using own initiative	E	SP
▪ Ability to maintain confidentiality in all aspects of work whilst keeping data secure	E	SP
▪ Self-motivated, with the ability to multi-task	E	SP
▪ A commitment to your own continuous professional development.	E	AF
▪ Personal commitment to the college's professional standards, including dress code, as appropriate.	E	AF
▪ The post will require an enhanced DBS clearance.	E	SP
▪ To promote Health & Safety, Safeguarding policies and Equality & Diversity across the Trust.	E	AF