

Person Specification - Employer Engagement Officer

Application Stage

The following criteria (experience, skills and qualifications) will be used to short-list at the application stage:

Essential

1	A good general education, including English and Math's GCSE grades A-C or equivalent
2	Successful track record of developing links with employers that result in work placement opportunities for learners
3	Experience of developing/contributing to learning programmes for young people (preferably this would include the design and delivery of employability programmes)
4	Experience of conducting assessments with learners (including literacy\numeracy)
5	Able to establish positive relationships with young people, external agencies (including employers) and colleagues
6	Effective oral and written communication skills
7	Effective organisational and time management skills
8	Ability to maintain paper or electronic information systems
9	Enthusiasm for and commitment to working with and supporting young people
10	Able to work under pressure, to deadlines and under own initiative
11	Ability to drive (full driving license) and use of a car

Desirable

12	Post-compulsory teaching qualification at level 5 diploma standard or equivalent (DTLLS, PGCE, (PCET), Cert Ed, etc.)
13	To be a qualified assessor
14	To be qualified to carry out health and safety vetting of external placements
15	Information, advice and guidance qualifications

The following methods of assessment will be used:

Method		Method	
Interview	Yes	Presentation	No
Lesson Observation	No	Structured discussion with pupils	No
Other (specify)	Yes/No	Other (specify)	Yes/No

Additional Requirements

The following criteria must be judged as satisfactory when pre-employment checks are completed:

1	Enhanced Certificate of Disclosure from the Criminal Records Bureau
2	Additional criminal record checks if applicant has lived outside the UK
3	List 99 and/or POCA List (residential establishments only) check
4	Medical clearance
5	Two references from current and previous employers (or education establishment if applicant not in employment)