

Person Specification

Independent Careers Adviser

Criteria	Essential	Desirable
Qualifications		
Level 6 Diploma in Careers, Guidance and Development	X	
Strong evidence of continued professional development	X	
Educated to degree level or equivalent		X
Experience		
Knowledge of the principles and practice of Careers Advise	X	
Proven track record of excellent knowledge in subject area and educational developments	X	
A confident practitioner who has a strong rapport with students of all abilities	X	
Awareness of school curriculum		X
Experience in a Careers, Guidance and Development or similar environment		X
Knowledge and Skills		
Excellent written and spoken English	X	
Confident in ICT at a level to meet the demands of the job	X	
Proven high level of organisational, analytical and	X	
Problem-solving skills	X	
Information retrieval skills	X	
Awareness of current developments/changes to careers	X	

Excellent communication and listening skills	X	
The ability to motivate and build a rapport with a range of people	X	
Flexibility and adaptability	X	
An empathetic and non-judgemental approach to work	X	
An understanding of the issues around confidentiality	X	
The ability to work individually or as part of a team	X	
The ability to manage your own caseload	X	
Research skills for finding out information about a range of careers and training opportunities	X	
Organisational skills	X	
The ability to work and stay calm under pressure	X	
Personal Qualities		
Ability to communicate effectively with all members of the school community	X	
Knowledge and love of children's literature	X	
Commitment to safeguarding and protecting the welfare of children and young people	X	
Evidence that suggests commitment to pupil success and achievement	X	
Other Requirements		
Self-motivated and able to work under own direction	X	
Proactive and imaginative in approach to careers provision	X	
Ability to liaise confidently and build good relationships with teaching staff and other professionals	X	
Ability to work with young people	X	

Can-do attitude	X	
Deliver an inclusive, welcoming whole school service	X	
Ability to remain calm when under pressure and employ tact and diplomacy in difficult/sensitive situations	X	