**Forest Bridge School**

**Transition Officer**

**Person Specification**

**Skills and knowledge**

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| --- | --- |
| Knowledge of Work Related Learning careers, Enterprise and employability skills, Work Experience and the Connexions service | Essential |
| Excellent communications skills, both written and oral (students, parents, staff, outside agencies) | Essential |
| Excellent organisational skills/administrative skills including common IT applications, especially Microsoft Word and Excel | Essential |

**Qualifications/Attainment**

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| --- | --- |
| GCSE Mathematics and English – Grade C or above | Essential |
| Relevant qualification/training, equivalent to NVQ Level 4 (eg. social services, youth and community, probation, police, counselling) or the ability to demonstrate equivalent knowledge, experience and skills | Essential |
| Qualification in Careers Guidance/Qualification in Careers Guidance (QCG) or Willingness to undertake appropriate training to the job | Desirable |

**Experience**

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| --- | --- |
| Working as part of a team | Essential |
| Experience of successfully working with young people 11-16 years of age | Desirable |
| Working with young people with ASD and/or other SEN | Desirable |

**Attitude/approach**

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| --- | --- |
| Able to form good working relationships with colleagues, and to relate appropriately to students | Essential |
| Discreet and able to deal with confidential information | Essential |
| Hard working and well motivated, positive | Essential |
| Willing and able to work independently and as part of a team | Essential |
| Able to show initiative and problem-solve | Essential |
| Caring but firm approach and empathy towards young people | Essential |
| Willing to participate in wider school activities | Essential |