**SIXTH FORM GUIDANCE & SUPPORT OFFICER - PERSON SPECIFICATION**

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| **Attributes** | **Essential Criteria** | **Desirable Criteria** | **How identified** |
| **Education and** **Qualifications** | * GCSE level to grade C or above, including Maths and English, or equivalent
 | * First Aid qualification or willingness to undertake training and obtain certification
 | Application form |
| **Experience**  | * Successful experience of working with people, children or young people
* Successful administrative experience
 | * Experience of working in a school or sixth form environment
 | Application form |
| **Skills and abilities**  | * Listening and basic counselling skills
* High standard of administrative and organisational skills
* ICT literate with information retrieval skills and good numeracy and literacy skills
* Excellent communication skills at all levels and in a range of contexts
* Ability to prioritise own work and meet deadlines
* Ability to take initiative and make decisions as required
* Student behaviour management skills
 | * Counselling qualification
 | Application, interview and references |
| **Knowledge and Understanding** | * Understanding of teenagers’ behaviour, anxieties and emotional needs
* Knowledge of a range of educational and employment choices available for young people post 18.
* Knowledge and understanding of Safeguarding and Child Protection
* Understanding and acknowledgement of the individual’s responsibility for promoting and safeguarding the welfare of children and young persons for whom he/she has responsibility or with whom he/she has contact
 | * Knowledge of agencies and organisations offering support to young people
* Experience of UCAS and Post-16 developments
* Experience of providing young people with careers advice
 | Application, interview and references |
| **Motivation and Personality** | * A flexible approach to work
* Capacity to promote an atmosphere of co-operation and mutual support
* Sound judgement, energy, loyalty and commitment
* Hardworking and conscientious
* Self-motivated and commitment to high standards
* Enjoyment of working with young people
* Tact, diplomacy and patience
 | * Evidence of success in improving the life-chances of young people
 | Application, interview and references |