**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 |