



Person Specification: Future Pathways Advisor

		Essential/ Desirable	Evidence
1	Qualifications and Basic Experience		
	Candidates should...		
1.1	<ul style="list-style-type: none">hold a relevant bachelor's degree;	E	Application Background Check
1.2	<ul style="list-style-type: none">have a relevant work history and relevant experience in the same or similar role;	E	Application Background Check
1.3	<ul style="list-style-type: none">have evidence of recent professional development and a commitment to their on-going professional development;	E	Application Interview
1.4	<ul style="list-style-type: none">have recent experience in high-quality British international schools;	D	Application
1.5	<ul style="list-style-type: none">hold a postgraduate qualification in careers guidance or a related field.	D	Application Background Check
2	Safeguarding		
	Candidates should...		
2.1	<ul style="list-style-type: none">be able to provide an up-to-date International Child Protection Certificate (if employed from the UK) and/or other relevant background checks in accordance with ICMEC guidance;	E	Background Check
2.2	<ul style="list-style-type: none">have an up-to-date knowledge of current safeguarding practices;	E	Application Interview References
2.3	<ul style="list-style-type: none">have a commitment to safeguarding and promoting the welfare of all students, and the willingness to undertake appropriate training when required.	E	Interview References
2.4	<ul style="list-style-type: none">be committed to challenging prejudice in all forms and learning more about their own conscious and unconscious bias in order to contribute positively to the schools DEIJ continuous development.	E	Interview References
3	Other professional abilities		
	Candidates should...		
3.1	<ul style="list-style-type: none">have experience of delivering information sessions for students and parents;	E	Application Interview References



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3.2	<ul style="list-style-type: none">• be able to demonstrate the success of their students in relevant outcomes;	E	Application Interview References
3.3	<ul style="list-style-type: none">• have an innovative and creative approach to providing high-quality careers and university guidance;	E	Application Interview References Probationary Period
3.4	<ul style="list-style-type: none">• demonstrate an understanding and commitment to providing guidance in an international context;	E	Application Interview References Probationary Period
3.5	<ul style="list-style-type: none">• have a proven record of effectiveness and success in the same or similar role;	E	Application Interview References
3.6	<ul style="list-style-type: none">• have the ability to inspire, challenge, support and empower students towards excellence;	E	Application Interview References Probationary Period
3.7	<ul style="list-style-type: none">• have a commitment to the highest levels of pastoral care;	E	Application Interview References Probationary Period
3.8	<ul style="list-style-type: none">• have excellent communication in English (both written and spoken);	E	Application Interview References Probationary Period
3.9	<ul style="list-style-type: none">• have strong ICT skills and a proven ability to use technology to support their role;	E	Application Interview References Probationary Period
3.10	<ul style="list-style-type: none">• have knowledge and understanding of the eight Gatsby benchmarks of Good Career Guidance;	D	Application Interview References Probationary Period
3.11	<ul style="list-style-type: none">• have experience of working with students who have a home language other than English.	D	Application form Interview References Probationary Period
4	Personal Qualities		
	Candidates should...		
4.1	<ul style="list-style-type: none">• have excellent and appropriate relationships with children and adults;	E	Interview References Probationary Period
4.2	<ul style="list-style-type: none">• place the highest value on empowering young people to be able to make positive and informed choices for their future.;	E	Application Interview References Probationary Period
4.3	<ul style="list-style-type: none">• have a commitment to contributing towards a positive workplace environment and enjoy working collaboratively;	E	Interview References Probationary Period
4.4	<ul style="list-style-type: none">• have the ability to prioritise workloads and cope	E	Application Interview References Probationary Period



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	well under pressure;		
4.5	<ul style="list-style-type: none">have a commitment to working in partnership with parents and carers;	E	Application Interview References Probationary Period
4.6	<ul style="list-style-type: none">be willing to contribute to the wider life of the school;	E	Application Interview References Probationary Period
4.7	<ul style="list-style-type: none">have the ability to work in an intercultural environment and an understanding and challenges and opportunities that this presents;	E	Application form Interview References Probationary Period
4.8	<ul style="list-style-type: none">be ready for life overseas (if a foreign national) and have considered the challenges and opportunities presented by this.	E	Interview Probation Period Probationary Period
5	Leadership Qualities		
	Candidates should...		
5.1	<ul style="list-style-type: none">be passionate about your role and its outcomes;	E	Application Interview References Probationary Period
5.2	<ul style="list-style-type: none">be an excellent professional who can act as a role model for others in their own practice;	E	Application Interview References Probationary Period
5.3	<ul style="list-style-type: none">be committed to high standards of student progress, attainment and encourage high aspirations for all;	E	Application Interview References Probationary Period
5.4	<ul style="list-style-type: none">be committed to their own professional development;	E	Application Interview References Probationary Period
5.5	<ul style="list-style-type: none">be well-organised and have strong administrative abilities;	E	Application Interview References Probationary Period
5.6	<ul style="list-style-type: none">demonstrate good social, emotional and cultural intelligence and have the ability to develop good relationships with others;	E	Application Interview References Probationary Period
5.7	<ul style="list-style-type: none">be able to foster effective teamwork;	E	Application Interview References Probationary Period
5.8	<ul style="list-style-type: none">have excellent communication skills;	E	Application Interview References Probationary Period
5.9	<ul style="list-style-type: none">be able to work positively with students, parents, staff and external organisations;	E	Application Interview References Probationary Period
5.10	<ul style="list-style-type: none">deal with problems calmly and effectively;	E	References Probationary Period



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5.11	<ul style="list-style-type: none">• respond to communication efficiently, effectively and in a timely manner;	E	Application Interview References Probationary Period
5.12	<ul style="list-style-type: none">• help address problems and resolve conflict while ensuring colleagues are dealt with in a dignified and respectful manner;	E	Application Interview References Probationary Period
5.14	<ul style="list-style-type: none">• have a whole school approach and take shared responsibility for decisions made at a senior level;	E	Application Interview References Probationary Period
5.15	<ul style="list-style-type: none">• have the ability to think outside of an individual area of responsibility and see the collective impact of strategic approaches;	E	Application Interview References Probationary Period
5.16	<ul style="list-style-type: none">• have a genuine concern for staff welfare and the ability to work with staff in a manner which is respectful, impactful and developmental;	E	Application Interview References Probationary Period
5.17	<ul style="list-style-type: none">• always communicate in a respectful way showing an understanding the nuances of written and verbal communication;	E	Application Interview References Probationary Period
5.18	<ul style="list-style-type: none">• have a strong moral compass;	E	Application Interview References Probationary Period
5.19	<ul style="list-style-type: none">• be able to keep up with the demands of an important role;	E	Application Interview References Probationary Period
6	Additional Skills and Qualities		
	Candidates should...		
6.1	<ul style="list-style-type: none">• be able to demonstrate outstanding curricular leadership;	E	Application Interview References Probationary Period
6.2	<ul style="list-style-type: none">• understand the complex nature of Sixth Form environments and be able to balance high-expectations, the ability to treat students as young adults developing independence and recognise the pressures they face;	E	Application Interview References Probationary Period
6.3	<ul style="list-style-type: none">• be able to nurture student leadership;	E	Application Interview Probationary Period
6.4	<ul style="list-style-type: none">• have a commitment to ensuring students have the opportunity to attend the best universities around the world while ensuring that students are matched with the best-fit pathway for them.	E	Application Interview References Probationary Period