



MOUNT ST MARY'S CATHOLIC HIGH SCHOOL

Careers Advisor - PERSON SPECIFICATION



In addition to candidates' ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children including:

- Motivation to work with children and young people
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people.

Attributes	Essential	Desirable	Evidence
Education, Training and Qualifications	<ul style="list-style-type: none"> • 5 x GCSEs including Maths, English • Full UK driving license and car owner. 	<ul style="list-style-type: none"> • Degree or equivalent higher-level qualification • Professional qualification in Careers Guidance or IAG at Level 4 or above 	Application form and letter Interview
Experience and knowledge	<ul style="list-style-type: none"> • Recent experience in the field of CEIAG • An understanding of the key quality indicators within a Careers and Guidance service. • Awareness of recent developments in pre- and post-16 education • Knowledge and understanding of recent developments in the British Higher Education system • Understanding of all facets of Employability Skills • Awareness of recent developments in training and employment • Experience working in an educational setting or other relevant environment providing a range of support/interventions to children and young people. • An understanding of the issues children and young people face 	<ul style="list-style-type: none"> • Experience of tracking, mentoring and intervention strategies that impact on achievement and progression • Experience of data management • Experience of differentiated progression supporting learners of all abilities • Experience of dealing with challenging situations involving people • Experience of reintegrating young people back into full time education 	Application form and letter Interview Reference
Skills and Abilities	<ul style="list-style-type: none"> • Excellent communication and interpersonal skills • Ability to work both independently, using your own initiative, and as part of a team • Understand and apply the principles of IAG and Careers Education • To effectively manage a case load of student clients • To be able to provide structured support and guidance 	<ul style="list-style-type: none"> • Knowledge of schools SIMs and data management systems • To have a willingness to use Social Media and new Technologies to support the sharing of advice and guidance to students. To include: Microsoft Word, Excel, Outlook and Powerpoint • The ability to plan and organise large whole school events to include the support the extracurricular life of 	Application form and letter Interview Reference

	<ul style="list-style-type: none"> • Ability to respond flexibly as needs arise and to be confident working with individuals, groups and whole class if required • Ability to make presentations to parents, staff, students, senior leaders and governors • Excellent organisation skills and ability to work to tight deadlines under pressure • To be able to establish and maintain effective links with all key stakeholders • An ability to research and disseminate information in a timely fashion • An ability to produce resources, including on- line resources • To have excellent administrative skills for the purpose of record keeping • To be able to handle sensitive and confidential information effectively • Willingness to undertake training to aid professional development • Excellent ICT skills • Ability to work with other staff outside of their own team • Ability to communicate the values and image of Leeds United Foundation/The Premier League and Mount St Mary's Catholic School 	<p>the school, including extracurricular activities.</p>	
<p>Other Personal Attributes</p>	<ul style="list-style-type: none"> • Excellent interpersonal skills • Can demonstrate the ability to work well with adults (including parents), young people and others to enhance student engagement • To act professionally at all times and lead by example • To have high personal standard of dress and also expect high standards in students • Experienced in life's challenges and possess the 'life skills' to guide and support students to become 'work ready' • Dedicated, reliable and willing to go the 'extra mile' to see the job through • Effective team player 	<ul style="list-style-type: none"> • Hold a minibus license (or willing to take minibus test if eligible in order to do so) 	<p>Application form and letter Interview Reference</p>

	<ul style="list-style-type: none">• Hardworking, committed, personable, cheerful, discreet and confident• Understands the importance of confidentiality• Able to use a variety of strategies to tackle different situations/individuals and resolve issues• Can demonstrate a problem solving, can do approach• Can demonstrate and act upon own initiate within the boundaries of school policy• Good health and record of attendance• The ability to plan and deliver resources sessions for individuals or small groups.		
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