

Person Specification KS4-Post-16 Transition Advisor

Attribute	Essential	Desirable	How Identified
Qualifications	<ul style="list-style-type: none"> • Good honours degree in relevant subject/area or equivalent • Level 6 Careers Guidance qualification or working towards this. • Full UK driving licence 		<ul style="list-style-type: none"> • Application form • Certificates
Knowledge and Skills	<ul style="list-style-type: none"> • Understanding of the Secondary and Post 16 Educational Landscape. • Ability to form meaningful relationships with young people in the 11-16 age range. • Knowledge of progression pathways for GCSE students including apprenticeships. • Knowledge of routes into work experience. • Understanding of the Post 16 application process. • A passion for education and making a difference to life chances of all young people. Excellent communication, presentation and organisational skills. • Effective team member and a willingness to go the extra mile. • Drive and determination to reach and exceed challenging targets. 	<ul style="list-style-type: none"> • Knowledge of progression pathways including apprenticeships specific to the Leeds and West Yorkshire area • Knowledge of local NEET provision within Leeds and Yorkshire • Knowledge of local support services for vulnerable young adults e.g. housing support, substance misuse services etc. 	<ul style="list-style-type: none"> • Application form • References • Interview

	<ul style="list-style-type: none"> • Energy, enthusiasm, sense of humour and flexibility • A positive mind-set. 		
Experience	<ul style="list-style-type: none"> • Experience of NEET prevention. • Experience of offering information, advice and guidance to young people aged 11-16. 	<ul style="list-style-type: none"> • Experience of having supported students from disadvantaged backgrounds in reaching aspirational destinations. 	<ul style="list-style-type: none"> • Application form • References • Interview
Continuous Professional Development	<ul style="list-style-type: none"> • Evidence of commitment to Continuing Professional Development 		
Other Conditions	<ul style="list-style-type: none"> • Enhanced DBS Clearance • 		

The GORSE Academies Trust is committed to safeguarding and promoting the wellbeing of all children and we expect our staff and volunteers to share this commitment. The successful candidate will be subject to a Disclosure and Barring Service (DBS) check. We promote diversity and aim to establish a workforce which reflects the population of Leeds.