

Person Specification – Careers Guidance Counsellor

FACTOR	ESSENTIAL	DESIRABLE
QUALIFICATIONS	<ul style="list-style-type: none"> ✓ Bachelor's Degree ✓ Fluent English speaker ✓ Eligible to work in Qatar ✓ Carriers and/or Guidance Qualification 	<ul style="list-style-type: none"> ✓ Commitment to Continual Professional Development ✓ Masters Level or other relevant qualification ✓ Counselling and/or pastoral support experience
KNOWLEDGE & EXPERIENCE	<ul style="list-style-type: none"> ✓ Trustworthy: Maintain the confidentiality of students, parents, and teachers unless something needs to be brought to the attention of the Senior Leadership ✓ Perceptive: Understand what's really going on to find a solution. ✓ Objective: Be non-judgmental so that a fair determination can be made that is not based on hearsay or bias. ✓ Truthful: Be honest with students, teachers, and parents to gain their trust in order to determine the problem and appropriate solution. ✓ A problem-solver: Be able to properly handle difficult situations, ✓ Ethical: Observe the highest professional standards and behaviour at all times 	<ul style="list-style-type: none"> ✓ Using iSAMS ✓ Working with EAL students ✓ UCAS, SATS processes ✓ International experience ✓ UniFROG and/or other FE programmes
SKILLS & ABILITIES		<ul style="list-style-type: none"> ✓ Ability to adapt and react positively in any given situation ✓ Strong IT skills ✓ Knowledge of PSHEE topics in the British Curriculum ✓ Multi-tasking
PERSONAL QUALITIES		<ul style="list-style-type: none"> ✓ Creative and innovative when approaching challenges, offering solutions rather than obstacles ✓ Mindful of your own stress points and how to offset these effectively