



PERSON SPECIFICATION
CAREERS, ADVICE AND GUIDANCE LEAD

Category	Essential	Desirable
QUALIFICATIONS		
GCSE English & Maths Grade C or above (or equivalent)	*	
A Level 6 careers advice and guidance qualification, or willingness to undertake it.	*	
Driving Licence and own vehicle	*	
EXPERIENCE		
Providing careers advice to pupils below the age of 16		*
The application process for post-16 pathways		*
Providing careers information, advice and guidance		*
Working within a school environment	*	
Identifying pathways suitable for individual pupils	*	
Planning and organising events	*	
SKILLS		
An understanding of the UCAS application process	*	
An ability to demonstrate how to identify suitable career pathways	*	
Ability to support pupils at risk of not undertaking post-16 pathways	*	
Ability to build strategic working relationships.	*	
Ability to motivate and provide CPD for pupils in terms of career choices	*	
Ability to maintain resilience, understanding and positive thinking	*	
Good interpersonal and communication skills	*	
MS applications including PowerPoint, Excel and Publisher		*
Presentation skills		*
QUALITIES & APTITUDE		

Good listening, oral and literacy skills	*	
An ability to work in a team	*	
An ability to develop effective working relationships	*	
Presentation of self in a professional manner	*	
Ability to maintain a web of external contacts, including university admissions, potential employers and the armed forces	*	
The ability to organise time	*	
Capable of handling a demanding workload and successfully prioritising work	*	
Empathy for young people	*	

Ambitions Academies Trust Is Committed To Providing A Safe, Supportive And Stimulating Environment For All Its Pupils Following Keeping Children Safe in Education Guidelines. This Post is Exempt from the Rehabilitation of Offenders Act 1974

Outstanding Achievement for All