**ITCHEN COLLEGE**PERSONAL SPECIFICATION

**Post Title: Progression Support and Careers Adviser**

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|  | Essential | Desirable |
| Qualifications | GCSE/ Level 2 equivalent Maths and EnglishIGA Level 6 or willingness to work towards. | Professional qualification related to working with children or young people  |
| Experience | Experience of working with young people with diverse needs, including emotional, social, and mental health challenges | Experience of working in a Post 16 educational environment |
| Personal Skills | Excellent interpersonal and communication skills with the ability to confidently build and maintain relationships with all stakeholdersAbility to establish trust and rapport with young people, fostering an inclusive and supportive environmentStrong communication skills, both written and verbal, with the ability to engage students, staff, and parents effectivelyExcellent organisational and time-management skills, with the ability to manage competing prioritiesProactive, with a solution-focused approach to problem-solving and the ability to work independently and as part of a teamAbility to maintain confidentiality and handle sensitive issues with professionalism and discretionA commitment to ongoing professional development and keeping up-to-date with best practices in the field of student wellbeing and mental healthProven experience of developing and producing high quality resources Successful experience of giving presentations to large groupsAbility to work in a way that promotes the safety and wellbeing of young people. |  |
| **Technical Skills** | Good basic IT skills | Knowledge of Google suite |