

PERSON SPECIFICATION FOR IAG LEAD

Category	Essential	Desirable	Evidence From:
QUALIFICATIONS 4 GCSE passes (or equivalent) to at least Grade C including English and Maths NVQ Level 4 in Advice and Guidance or equivalent Willingness to work towards Level 6 in Advice and Guidance	✓ ✓ ✓		Application form, Certificates and Interview
EXPERIENCE Experience of delivering information, advice and guidance to young people Experience of working with complex, vulnerable young people in an educational and/or community setting Experience of working in a team Experience of production and analysis of statistical and evaluation data Experience of marketing and promotional work Experience of working to quality standards Experience of setting up administrative systems to support activities Experience of working with the CIF and Inspection arrangements	✓ ✓ ✓ ✓ ✓ ✓ ✓	✓ ✓ ✓	Application form and Interview
KNOWLEDGE, SKILLS and ABILITIES Good numeracy and literacy skills Ability to work on own initiative or as a team member	✓ ✓		Application form and interview

Ability to maintain resilience, understanding and positive thinking when working with challenging pupils.	✓		
Excellent communication skills	✓		
Ability to work quickly, accurately and meet deadlines	✓		
QUALITIES			
Sense of humour	✓		Interview
Ability to be an active and full member of a team	✓		
Commitment to staff development	✓		
OTHER			
Empathy for young people	✓		Application form, Interview and DVLA checks
Commitment to equality & diversity	✓		
Commitment to health & safety	✓		
Willingness to work flexible hours	✓		
Full, clean, UK driving licence, use of a car, with Business Use Insurance	✓		