Person specification

**Careers Leader**

|  |  |  |  |
| --- | --- | --- | --- |
| **Training and qualifications** | **Essential** | **Desirable** | **Evidence** |
| Appropriate level three qualification | √ |  | Sight |
| Degree or equivalent |  | √ | Sight |
| Undertaken relevant CPD | √ |  | Application |

|  |  |  |  |
| --- | --- | --- | --- |
| **Experience**  | **Essential** | **Desirable** | **Evidence** |
| Experience of working in a school or educational environment |  | √ | Application/reference |
| Experience of dealing with a wide range of stakeholders to develop and maintain effective relationships | √ |  | Application/reference/interview |
| Experience of working with industry  |  | √ | Application/reference/interview |
| Experience of advising, guiding, coaching young people  |  | √ | Application/reference/interview |
| Previous experience of conducting risk assessments  |  | √ | Application/reference/interview |

|  |  |  |  |
| --- | --- | --- | --- |
| **Professional knowledge and****understanding** | **Essential** | **Desirable** | **Evidence** |
| Good knowledge of current careers education landscape | √ |  | Application/reference/interview |
| Ability to establish and develop professional and effective relationships with adults and young people  | √ |  | Application/reference/interview |
| Effective ICT and organisational skills  | √ |  | Application/reference/interview |
| Ability to work using own initiative with minimal supervision  | √ |  | Application/reference/interview |
| Outstanding knowledge of the Gatsby Benchmarks  | √ |  | Application/reference/interview |
| Outstanding knowledge of the DfE Careers Strategy  | √ |  | Application/reference/interview |
| Knowledge of activities to support student placements |  | √ | Application/reference/interview |
| Awareness of health and safety requirements in education establishments |  | √ | Application/reference/interview |

|  |  |  |  |
| --- | --- | --- | --- |
| **Personal qualities and skills** | **Essential** | **Desirable** | **Evidence** |
| Honesty, integrity and professionalism | √ |  | Reference/interview |
| Excellent interpersonal skills and builds positive relationships with staff, students, business and all stakeholders | √ |  | Reference/interview |
| Able to organise, prioritise and meet deadlines | √ |  | Reference/interview |
| Work efficiently and accurately  | √ |  | Application/reference/interview |
| Outstanding commination skills both written and oral | √ |  | Application/reference/interview |
| Possess the energy and drive to motivate staff | √ |  | Reference/interview |
| Able to work as part of a wider team with a flexible approach to the role | √ |  | Reference/interview |
| Able to respond calmly to challenging situations and demonstrate stamina and resilience | √ |  | Reference/interview |
| Willingness to take on responsibilities beyond previous experience with suitable support  | √ |  | Application/reference/interview |
| Absolute commitment to the UTC ethos and attitude towards students as young adults | √ |  | Application/reference/interview |
| Committed to equality and diversity  | √ |  | Application/reference/interview |

|  |  |  |  |
| --- | --- | --- | --- |
| **Special requirements** | **Essential** | **Desirable** | **Evidence** |
| No adverse criminal record | √ |  | DBS check |
| Full driving licence with access to a car to use for work purposes  |  | √ |  |
| Two satisfactory references from current and previous employers  | √ |  |  |

UTC South Durham is committed to safeguarding and promoting the welfare of children and young people. We expect all employees and volunteers to share this commitment.