Person specification

**Careers Leader**

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

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| **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 |

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| **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 |

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| **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 |

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| **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.