

John Leggott College

Person Specification – Employability Advisor

The Person Specification details the principal skills and personal attributes the post holder must possess and actively demonstrate in order to effectively fulfil the role. The criteria are ranked as ‘Essential’ and ‘Desirable’ and your application form should demonstrate how you meet each individual criterion and possess the key skills relevant to the job.

The ranking of criteria on the person specification can be explained as follows:

- | | |
|-----------|---|
| Essential | The successful candidate must meet the Essential criteria in full on the first day of commencing in post, in order to be able to effectively fulfil the role to which he/she has been appointed. |
| Desirable | The post holder needs to meet the Desirable criteria to fulfil the role on a longer-term, permanent basis. The successful candidate would be expected to develop his/her skills and knowledge within an agreed timescale (usually within six to twelve months of his/her start date) to meet the Desirable criteria in full, if they are unable to demonstrate they meet these criteria at short-listing and interview stage. |

Criteria will be measured through a number of methods, the key to which is as follows:

- | | | |
|------------|----------|---|
| A | = | Application |
| I | = | Interview |
| T | = | Test |
| C | = | Certificates |
| R | = | References |
| CRB | = | Criminal Records Bureau Disclosure |

These letters are used in the ‘Assessment Method(s)’ column on the Person Specification to identify to you the combination of methods we will use to assess you against the requirements of the position for which you are applying. In the first instance your application form will be used to determine the extent to which you meet the criteria for the role and will inform our short-listing decisions.

Where criteria are to be identified through the Interview and/or Test(s), these may involve scenario-based or hypothetical questions and a combination of written exercises, literacy and/or numeracy assessments, presentations, and any other practical assessments relevant to the role. For teaching positions candidates will usually be asked to deliver a micro-teaching session to facilitate assessment of teaching ability.

POST TITLE: EMPLOYABILITY ADVISOR

ATTRIBUTES	CRITERIA	RANK	ASSESSMENT METHOD(S)
WORK EXPERIENCE	<ul style="list-style-type: none"> • Experience of coordinating work experience programmes • Knowledge and understanding of 14-16 curriculum and post 16 education curriculum • Proven ability in administration or project management work. • Knowledge and understanding of the needs of a range of college stakeholders (local schools, parents/carers, employers etc). 	E E D E	A, I, R A, I, R A, I, R A, I, R
EDUCATION AND TRAINING	<ul style="list-style-type: none"> • Excellent all round IT skills (Internet, Intranet, databases, MS Word, MS Excel) • Educated to degree level • Numeracy to at least Level 2 	E D E	A, C, I A, C, I A, C, I
SPECIAL KNOWLEDGE AND SKILLS	<ul style="list-style-type: none"> • Proven oral and written communication • Proven organisational skills including development of systems and documents. • Ability to recognise and respond to a range of learning needs. • Up-to-date knowledge and awareness of Health and Safety regulations pertaining to area of expertise and working in an educational environment. • Up-to-date knowledge and awareness of safeguarding in the workplace • A proven record of commitment to engaging with external stakeholders • Familiarity with Virtual Learning Environments (VLE) e.g. Moodle. 	E E E E E E E	A, I, R A, I, R A, I A, I A, I, R A, I, R A, I, R

	<ul style="list-style-type: none"> • Self-motivated and can work proactively, independently or as part of a team • Interest and enthusiasm for further personal and professional development • Willingness to be responsive to the needs of learners and colleagues 	<p>E</p> <p>E</p> <p>D</p>	<p>A, I, R</p> <p>A, I, R</p> <p>A, I, R</p>
ADDITIONAL FACTORS	<ul style="list-style-type: none"> • Ability to respond flexibly and creatively to new challenges and opportunities. • Commitment to equality and diversity initiatives and anti-discriminatory practice. • Suitability to work with children and young adults • Full driving licence, own vehicle and full business insurance 	<p>E</p> <p>E</p> <p>E</p> <p>E</p>	<p>A, I, R</p> <p>A, I, R</p> <p>A, I, R, DBS</p> <p>A</p>