

Person Specification

Post Title:	Head of Careers and Progression	
Department:	Careers	
Salary:	£40,000 - £45,000	Date Compiled: December 2020

Attributes	Essential	Desirable
Knowledge	<ul style="list-style-type: none"> • Working knowledge of National Curriculum and Key Stage requirements. • Working knowledge of Gatsby Benchmarks and statutory guidance for careers. • Working knowledge of main progression routes into technical and vocational as well as academic posy 16/18 pathways. • Working knowledge of the evolving landscape both in the UK and internationally. • Working knowledge of specific course and qualifications that will be of relevance for pupils. • Working knowledge of Morrisby testing and Unifrog. 	

Skills	<ul style="list-style-type: none"> • Ability to work collaboratively and to develop positive relationships with internal and external stakeholders. • Excellent oral and written communication skills. • Excellent planning and time management skills. • Ability to make appropriate decisions based on evidence and risk assessment. • Excellent interpersonal skills. 	
Experience	<ul style="list-style-type: none"> • Proven experience of careers education and guidance in an educational setting. • Proven experience of leading initiatives. • Proven experience of managing, motivating and developing staff. 	
Qualifications	<ul style="list-style-type: none"> • Qualified to degree level or equivalent. 	<ul style="list-style-type: none"> • Careers Qualification (Level 6 or 7). • Member of the Career Development Institute.
Person Specification drawn up by:	Head of Upper School, Simone Lorenz-Weir	Date: December 2020
Approved for department by:	Human Resources	Date: December 2020