

Careers Advisor

Person specification/selection criteria

The post-holder will be expected to have the following attributes:

1. An understanding of, and support for, the ethos of the school.
2. Level 6 Qualification in CEIAG, registered with CDI.
3. Agreement to abide by Code of Ethics for Careers Guidance.
4. A knowledgeable and sound understanding of Further Education systems and careers education and guidance practices.
5. Knowledge of Quality Awards for Careers.
6. Knowledge of the curriculum and awareness of the needs of students across the age range.
7. A keen interest in the concerns of students and an understanding of the factors that impact on young people and their decision making abilities.
8. Excellent communication skills and an ability to engage students, staff and parents.
9. An ability to make confident and lively presentations to a range of people including students, staff and other stakeholders.
10. A confidence with IT and ability to utilise and take forward IT in relation to careers and higher education guidance.
11. Energy, enthusiasm, drive and an ability to cope with periods of high volume.
12. Flexibility, reliability and a high level of organisational skills.
13. An ability to contribute to and work effectively as part of a team.
14. An awareness of the need for personal and professional development and a willingness to participate in CPD.