

Person Specification for Careers Leader

The school is committed to safer recruitment practice and promoting the welfare of children and young people and expects all staff, volunteers and visitors to share this commitment. The post is subject to safer recruitment measures, including an Enhanced Disclosure and Barring Service check.

Criteria	Essential	Desirable
Qualifications (A)	Level 6 Diploma in Career Guidance & Development or equivalent qualification.	Postgraduate Careers Qualification e.g. QCG or DCG Other higher qualifications Counselling and guidance qualifications
Professional Development (A) (I)	Have led professional learning activities Have a proven CPD record Ability to self-review effectively and set appropriate targets	Evidence of leading professional development across a department or school
Experience (A) (R) (I)	Careers guidance within a school or college setting Organising work-related learning and working with outside agencies Experience of working with vulnerable children Leading trips and visits Leading initiatives with successful outcomes	First Aid
Knowledge and skills (A) (R) (I)	Proactive in keeping up to date with strategic and national developments and relevant statutory requirements for careers education and guidance Knowledge of the Gatsby Benchmarks Ability to use ICT Awareness of safer recruitment and basic child protection training	Contribute positively and effectively to the formulation of improvement plans and developments, whole school and department

	Communicate effectively, both orally and in writing	
Personal Attributes (A) (R) (I)	<p>Excellent listening, counselling and guidance skills</p> <p>Excellent interpersonal skills with the ability to inspire and motivate others</p> <p>Demonstrate the ability to prioritise</p> <p>Work as part of a team for the benefits of the pupils</p> <p>Show and promote positive attitudes, values and behaviour to support the ethos of the school</p>	A desire to contribute to whole school initiatives through subcommittees and working parties

ESSENTIAL/DESIRABLE CRITERIA WILL BE VERIFIED BY:

A=APPLICATION
I=INTERVIEW
R=REFERENCES