**CARMEL COLLEGE – CAREERS ADVISOR**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  |  | **ESSENTIAL** |  |  | **DESIRABLE** |  |
|  | **Crite ria**  **No.** | **ATTRIBUTE** | **Stage**  **Identified** | **Criteria No.** | **ATTRIBUTE** | **Stage**  **Identified** |
| **Personal** | E1        E2 | Christian Values & willingness to support the Christian ethos of the  College    Team player | AF/I/R        R | D1 | Practising Roman Catholic | AF |
| **Qualifications**  **& Education** | E3      E4      E5 | Good standard of education including GCSE English and Maths at Grade 4 or above or equivalent    NVQ Level 4 or equivalent in Information, Advice and Guidance  Level 6 in Career Guidance or equivalent (or willing to work towards) | AF/C    AF/C    AF/C | D2    D3 | Good IT Skills    Level 6 in Carer Leadership | C/I/L    AF/C |
| **Experience &**  **Knowledge** | E6    E7  E8 | Practical experience of delivering CEIAG and assisting young people to secure Education, Employment or Training and Post 16 and 18  Experience of promoting to and working with multi agencies including voluntary & community groups, training providers, public and private sector organisations  Experience of delivering training and career development workshops to groups | AF/I/R    AF/I/R  AF/I/R |  |  |  |
| **Skills, abilities,**  **knowledge and**  **competencies** | E9  E10  E11 | Evidence of the ability to plan and implement own workload, deliver outcomes for clients and meet deadlines  Evidence of the ability to effectively engage employers  Knowledge of local and national labour market trends and policy in relation to Career Guidance | AF/I  AF/I  AF/I | D4 | Experience of carrying out health and safety risk assessments | AF/I |
| **Special**  **Requirements** | E12        E13        E14 | Ability to form and maintain appropriate relationships and personal boundaries with children.    Emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline.  Suitability to work with young  people | R/D/I/L        R/L      R/D/L | D5 | Evidence of using Compass + and/or Unifrog for tracking CIEAG provision | AF/I |

Standard/Rec/Person Specification

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | E15      E16 | | Application form completed fully and legibly.    The ability to converse at ease with pupils/public/public bodies and provide advice in accurate spoken  English is essential for the post.  Ability to demonstrate good written and verbal communication skills to a wide range of audiences  Able to use information technology appropriately including Microsoft Office online databases & digital resources | | R/D/L      AF/I        AF/I        AF/I |  |  |  |
| **Key – Stage identified** |  |  | |  |  | | | |
| AF |  | Application Form | |
| C |  | Certificates | |
| T |  | Tests | |
| P |  | Presentation | |
| I |  | Interview | |
| R |  | References | |
| L |  | Lesson | |