



## **JOB SPECIFICATION**

Working within the pastoral system, the primary purpose of this role is to provide impartial careers information, advice and guidance to students and to support school staff in the delivery of quality careers education during PSHCE lesson time.

### Qualifications and Training

- Level 6 Diploma in Career Guidance and Development

### Knowledge and Understanding

The successful candidate will demonstrate:

- A clear understanding of the pastoral role of the school
- Knowledge and understanding of the school's role in providing effectively for the individual needs of all pupils, including those with special educational needs
- An understanding of the range of opportunities that students have when they leave school.

### Experience

- Experience of participation in and commitment to a team approach
- A clear wish to work in a school and make a contribution to the ethos
- Experience of delivering careers advice to secondary age pupils

### Skills and Abilities

- Energy and enthusiasm
- Vision and initiative
- Ability to plan effectively, setting priorities and targets for implementation
- Good inter-personal skills including the ability to work in a team and independently.
- The ability to use ICT
- The ability to communicate effectively, both orally and in written form to students, parents and teachers
- A clear commitment to the Equal Opportunities Policy operating in the school

## **References**

- Clear and unequivocally supportive