

Careers Lead Person Specification

Criteria	Details	Essential	Desirable	Assessed	
Qualifications	GCSEs (or equivalent) in English and Maths at minimum grade C or level 4	E		Certificate Application	
	A level of equivalent	E		Application form	
	Level 6 Diploma in Career guidance and development or be willing to work towards this qualification	E		Application form	
Experience	Experience of working in a school or college environment	E		Application Form Interview	
	Experience of providing IAG to pupils aged 11-18 in a relevant environment	E		Application Form Interview	
	Experience of working with pupils with ASD		D	Application form/ Interview	
	Experience of arranging work experience opportunities for students.		D	Application form/ Interview	
	Experience of administrative and record keeping procedures with evidence of capability to work on own initiative	E		Interview	
	Experience of organising, running and evaluating careers events	E		Application form/ Interview	
	Knowledge & Skills	Knowledge of statutory guidance for careers provision in schools	E		Application form/ Interview
		Able to work as part of a team	E		Interview
		Excellent communication and interpersonal skills	E		Application Interview
Have experience of, or demonstrate the ability to oversee a caseload		E		Interview	
A good understanding of the Gatsby Benchmarks and how the to implement these within the school setting		E		Interview	
Flexible approach to working		E		Application Interview References	
Ability to prioritise workload in a fast paced environment		E		Application form Interview Reference	
	Ability to communicate effectively both verbally and in writing with colleagues, students, parents/carers and outside agencies.	E		Application Form	

	Strong organisational and time management skills	E		Interview
	Ability to problem solve and use initiative	E		Interview
	Excellent IT skills	E		Application form/Interview
	Experience or knowledge of CPOMS and Google drive		D	Application form/Interview
Behavioural attributes	Full working knowledge of relevant policies including safeguarding and school policies	E		Application form/Interview
	Values and respects the diversity of individuals, adaptable approach to meet individual needs	E		Interview
	Proactively seek opportunities to increase job knowledge and understanding	E		Interview
	Well-developed interpersonal skills to be able to relate well to a wide range of people.	E		Interview