

**THE SELE SCHOOL
PERSON SPECIFICATION**

Job Title: Careers Leader		
KEY CRITERIA	ESSENTIAL	DESIRABLE
Qualification and Training	<p>Experience of direct work with children, young people, staff, parents and carers.</p> <p>Good level of education to include GCSE passes in Maths and English</p> <p>Experience of working with young people in an educational setting</p>	<p>Achieved or working towards Level 6 qualification in Careers Leadership</p> <p>Level 1 Safeguarding</p>
Competence Summary (Knowledge, abilities, skills, experience)	<p>Good knowledge of IT (Office, SIMS, Google Suite, social media as appropriate)</p> <p>Willing and able to learn and operate new IT systems and databases as appropriate</p>	<p>Knowledge of Labour Market information</p> <p>Commercial awareness and experience of good business practice</p> <p>Knowledge of SEND and how to support students with additional needs</p>
Work-related Personal Requirements	<p>Demonstrate excellent communication skills and the ability to build positive relationships with children, young people and their families, both written and verbal.</p> <p>Excellent organisational, administrative and time management skills</p> <p>Maintain confidentiality when handling detailed and sensitive information</p> <p>Honest and reliable with good timekeeping.</p> <p>Ability to work effectively as part of a team and independently when required.</p> <p>Event planning, project management</p> <p>Flexible, highly organised and able to multi-task and prioritise work to meet deadlines</p> <p>Helpful, approachable with positive nature</p> <p>Able to stay calm and diplomatic under pressure</p> <p>Able to take ownership of tasks and work with minimal supervision</p> <p>Willing to learn and develop own skills</p>	<p>You will be able to engage positively and negotiate with professionals from a range of services.</p> <p>People management</p> <p>Influencing</p> <p>Be able to present to students and parents and our Senior leadership team</p> <p>Finance / budget management</p>
Other Work Requirements	Implement safety practices in all areas.	

	<p>Understanding of the schools ethos and values An understanding of school policies, including those relating to curriculum matters and Health and Safety.</p>	
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