



**Tyne Coast Academy Trust
Careers & Cultural Capital Advisor
PERSON SPECIFICATION**

Area	E = Essential Criteria D = Desirable Criteria		
	Criteria	Attribute	Stage Identified
Qualifications & Education	E	A relevant professional qualification in Careers Guidance (e.g. Level 6 Diploma in Careers Guidance and Development) and/or extensive experience of working in a careers and guidance role in an educational setting.	A/C
	E	Willingness and ability to obtain and/or enhance qualifications and training and development in the post.	A/I
Experience & Knowledge	E	A proven track record of successful delivery of CEIAG and cultural capital opportunities for young people, ideally in a secondary school setting	A/I/R
	E	Experience in strategic planning, development and delivery of whole-school careers and cultural capital programmes	A/I/R
	E	Knowledge of national and local guidance and legislation relating to CEIAG and cultural capital	A/I/R
	E	Confident in the use of ICT	A/I/R
Skills	E	Strong interpersonal skills and the ability to build effective relationships with a range of stakeholders including students, parents, carers, external organisations and further and higher education institutions	A/I/R
	E	Excellent analytical and data management skills, with the ability to use data to monitor and evaluate the impact of provision and make evidence based decisions	A/I/R
	E	Ability to lead and manage a team of professionals to deliver high-quality careers education, information, advice and guidance to all students across the school	A/I/R
	E	Ability to contribute to the wider school leadership team, and work collaboratively with colleagues to integrate careers and cultural capital into the wider school curriculum and ethos	A/I/R
	E	Ability to achieve deadlines	A/I/R

Personal Attributes	E	A strong commitment to promoting equality, diversity and inclusion, and ensuring that all students have access to the same opportunities and support	A/I/R
	E	A commitment to the safeguarding of all students and promoting the welfare of children and young people	A/I/R
	E	Passionate about ensuring students have the skills, knowledge and experience necessary to succeed in the 21 st century workplace	A/I/R
	E	Creative and innovative, with the ability to develop and implement new ideas and approaches to support student success	A/I/R
	E	Commitment to continuous improvement, with a willingness to learn and develop professionally	A/I/R
	E	Resilient and adaptable, with the ability to work under pressure and manage competing priorities	A/I/R