**Person Specification- Careers Adviser**

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| **Criterion** | **Essential** | **Desirable** |
| **Professional Qualifications** | * A good degree or equivalent professional qualification
 | * Evidence of continuing professional development
* Membership of a professional organisation
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| **Skills and Attributes** | * Effective and sensitive communicator
* Ability to successfully present, inform, interact, consult and negotiate
* Sensitivity to the school ethos
* Willingness to review and if necessary revise a standpoint
* Willingness to seek advice and support when necessary
* Approachable
* Enthusiastic with ability to inspire trust and confidence
* Flexible, energetic, determined
* Patient with excellent listening skills
* Excellent communication skills, including ICT
* Discrete and discerning
* Excellent inter-personal skills
* Ability to foster mutual respect in students and adults
* Good networking skills
* Good problem solving skills
* Organised, and able to work calmly and effectively
* Ability to work effectively as part of a team
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| **Experience, knowledge and understanding** | * Recent and successful experience of working with students in at least two key stages
* Knowledge of National Curriculum requirements and ability to successfully use assessment data to inform career guidance
* Understanding and use of a range of data to inform planning and underpin individual student guidance
* Understanding of the characteristics of effective career guidance
* Able to motivate and inspire students to reach their career goals
* Ability to monitor own performance
* Ability to evaluate and develop strategies
* Experience of, and commitment to, the education of the whole person promoting social and emotional well-being in addition to academic development
* High expectations of students and self
* Effective management of student behaviour
* Ability to use ICT for purposes of administration including record keeping and to support and guide individual student career development
* Ability to engage with parents and colleagues in the education and career guidance of students
 | Understanding of Academy School status |