**Person Specification- Careers Adviser**

|  |  |  |
| --- | --- | --- |
| **Criterion** | **Essential** | **Desirable** |
| **Professional Qualifications** | * A good degree or equivalent professional qualification | * Evidence of continuing professional development * Membership of a professional organisation |
| **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 |  |
| **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 |