Goldwyn School



**Person Specification:** Careers Lead

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| **Criteria** | **Qualities** |
| **Qualifications and training** | * GCSE maths and English
* Level 6 Diploma in Careers Advice and Guidance (preferred)
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| **Experience** | * Experience of organising or participating in extra-curricular activities
* Office administration experience
* Leadership and management experience in a school environment or other relevant organisation or with young people
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| **Skills and knowledge** | * Expert knowledge of legislation and guidance on careers, including the Gatsby Benchmarks
* Awareness of local and national organisations that can provide support with delivering a careers programme
* Good IT skills
* Effective communication and interpersonal skills
* Ability to communicate a vision and inspire others
* Ability to build effective working relationships with staff and other stakeholders
* Ability to solve problems and make decisions
* Ability to work collaboratively with others
* Ability to make points clearly and understand the views of others
* Ability to plan time effectively and organise oneself well
* An understanding of and interest in mental health issues in young people
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| **Personal qualities**  | * A commitment to getting the best outcomes for all students and promoting the ethos and values of the school
* Ability to work under pressure and prioritise effectively
* Maintain confidentiality at all times
* Commitment to safeguarding and equality
* Ability to enthuse students
* Possess a positive attitude and approach to change and development
* Flexible and firm with the ability to know when to be either
* Enjoy rising to the challenges inherent in a school environment
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