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) |
| **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 |
| **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 |
| **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 |