

Swale Academies Trust

Westlands School

Person Specification

Role: Destinations Officer

	ESSENTIAL	DESIRABLE	NOTES
Qualifications & Training	A good general standard of education, with Level 2 qualifications in English and Maths equivalent to GCSE grade C or above	Level 3 qualifications in any area	
Experience	Experience of working in a busy environment, such as a school Experience of working with young people To have experience of some elements of the job description	Experience of working in school preferably with KS 3 or above, or in other child related roles	

<p>Knowledge & Skills</p>	<p>Excellent communication skills, both written and verbal. Ability to communicate effectively with a range of stakeholders, including students</p> <p>To be able to relate to and empathise with 11-18 year olds</p> <p>Firm, but fair and consistent approach in managing pupils</p> <p>IT literate with a working knowledge of Microsoft Word</p> <p>Understanding of the issues surrounding the safeguarding of children and commitment to child welfare and safety</p>	<p>To have knowledge of the destination opportunities available to students aged 16-18</p> <p>To have an understanding of how to build links with external agencies and the local community, with regard to students</p> <p>An understanding of the specific needs of students who are more vulnerable or challenging</p>	
<p>Personal Qualities</p>	<p>The ability to work effectively and supportively as a member of the school team as well as under own initiative.</p> <p>Able to demonstrate and friendly disposition, whilst maintaining a professional approach.</p> <p>Confident, flexible and resilient</p>		