

PERSON SPECIFICATION

General heading	Detail	Examples
Qualifications & Experience	Specific qualifications & experience	Successful experience of providing careers advice. Educated to NVQ Level 3 or equivalent qualification or experienced in working at that level.
	Knowledge of relevant policies and procedures	Being aware of and working with the appropriate School policies. Knowledge of DoE scheme and the provision of a careers advisory service.
	Literacy	Educated to NVQ level 3 or equivalent qualification or experienced in working at that level.
	Numeracy	Educated to NVQ level 3 or equivalent qualification or experienced in working at that level.
	Technology	Good working knowledge of ICT to support performance of own role
Communication	Written	Ability to write complex reports, complete required returns and write complex letters.
	Verbal	Ability to use clear language to communicate information unambiguously Ability to listen effectively
	Languages	Overcome communication barriers with children and adults
	Negotiating	Ability to negotiate effectively with adults and children
Working with children	Behaviour Management	Ability to demonstrate effective implementation of the school's behaviour

		management policy, as required
	SEN	Demonstrate a good understanding and support the differences in children and adults and respond appropriately
	Curriculum	Detailed understanding and knowledge of the school curriculum
	Child Development	Detailed understanding of child development and learning processes Ability to assess and record progress and recommend appropriate strategies to support development
	Health & Well being	Understand and support the importance of physical and emotional wellbeing
Working with others	Working with partners	Ability to make a proactive contribution to the work of the team supporting children, their families and carers Ability to work with parents and carers to improve support for children Ability to work with representatives of external agencies and organisations.
	Relationships	Ability to establish rapport and respectful and trusting relationships with children, their families, carers and other adults
	Team work	Ability to work effectively with a range of adults Influences the attitudes and opinions of Others, as required, gaining their agreement through persuasion to ideas, proposals and courses of action.
	Information	Contribute to the development and implementation of effective systems to

		share and safeguard information
Responsibilities	Organisational skills	Excellent organisational skills Ability to remain calm under pressure
	Line Management	Ability to manage and support the work of others, as required and appropriate
	Time Management	Ability to manage own time effectively and meet deadlines
	Creativity	Demonstrate creativity and an ability to resolve problems independently
General	Equalities	Awareness of and promotion of equality
	Health & Safety	Good understanding of Health & Safety
	Child Protection	Good understanding and effective implementation of child protection procedures
	Confidentiality/Data Protection	Understand and comply with procedures and legislation relating to confidentiality
	CPD	Demonstrate a clear commitment to develop and learn in the role Constantly improve own practice/knowledge through self-evaluation and learning from others