



West Park School

Person Specification – Careers Advisor

Qualifications and Training	Essential/Desirable	How Identified
<ul style="list-style-type: none"> Level 2 qualifications or equivalent (e.g. GCSE) including English and Maths 	E	Certificates
<ul style="list-style-type: none"> Level 6 or above qualification in a related subject 	E	Certificates
<ul style="list-style-type: none"> Training in a related area 	D	Certificates
Knowledge and Skills		
<ul style="list-style-type: none"> Previous experience of working with young people 	E	Application / Interview
<ul style="list-style-type: none"> Experience in a related field 	E	Application / Interview
<ul style="list-style-type: none"> Liaising with parents/carers/external agencies etc... 	E	Application / Interview
<ul style="list-style-type: none"> Evidence of delivering local, national and subject specific learning strategies and make effective use of opportunities provided by other learning activities to support the development of pupils' skills. 	D	Application / Interview
<ul style="list-style-type: none"> Evidence of selecting and preparing resources necessary to lead learning activities, taking account of pupils' interests and language and cultural backgrounds. 	D	Application / Interview
<ul style="list-style-type: none"> Excellent communication skills 	E	Application / Interview
<ul style="list-style-type: none"> Ability to establish and maintain good relationships with a range of adults and pupils. 	E	Application / Interview
<ul style="list-style-type: none"> Ability to work confidentially, efficiently and on own initiative 	E	Application / Interview
<ul style="list-style-type: none"> Ability to work as part of a team 	E	Application / Interview
<ul style="list-style-type: none"> Ability to communicate effectively with staff, students, parents/carers and external agencies/statutory bodies and maintain good working relationships 	E	Application / Interview

• Ability to accurately input information into data systems	E	Application / Interview
• Flexible and willing to contribute to the success of the team and the School	E	Application / Interview
Personal Attributes		
• Be a positive role model and mentor for pupils	E	Application / Interview
• A supportive and co-operative team member	E	Application / Interview
• Pupil focused	E	Application / Interview
• Personal enthusiasm, integrity, professionalism and maintaining confidentiality	E	Application / Interview
• Ability to travel to attend pupil events, CPD, networks etc..	E	Application / Interview
Equal Opportunities		
• Candidates should indicate an acceptance of, and a commitment to, the principles of the School' Equal Rights policies and practices	E	Application / Interview
• Commitment to equal opportunities in an educational context	E	Application / Interview
Safeguarding		
• Commitment to the protection and safeguarding of children and young people	E	Application / Interview
• Has up-to-date knowledge of relevant legislation and guidance in relation to working with young people	D	Application / Interview