

Stratford upon Avon School

Careers Leader

Person Specification January 2024

Please read this Person Specification carefully as it will be used to assess candidates as part of the short listing and selection process. The recruiting team will be looking for candidates who most closely match the following:

	Essential	Desirable	Evidence base
Qualifications	<ul style="list-style-type: none"> GCSE minimum grade C or equivalent in English and Mathematics. 	Honours degree or equivalent A Careers/related other qualification preferably at Level 4+	Application form.
Skills and Experience	<ul style="list-style-type: none"> Previous experience working with Career Development Proven track record in achieving business objectives, service demands and quality assurance Proven business networking abilities at all levels Familiarity with Gatsby Career Benchmarks Competent record keeping and analysis of data 	<ul style="list-style-type: none"> A similar position in a school /college/work-based provider Work with young people in some capacity Knowledge of careers and education options Bid writing Liaison with a range of professionals in order to improve outcomes for students 	Application, references and selection process.
Key competencies and aptitudes	<ul style="list-style-type: none"> Highly motivated and responds well to a challenge. Ability to energetically engage with young people Maintain high professional and personal standards. Excellent communication skills. Commitment to own professional development. Able user of IT, including Excel, Word, Internet and Email Enthusiasm, willingness and flexibility Discretion and confidentiality Ability to think and work calmly, quickly and politely, including when under pressure Ability to work with and alongside management / professional groups at all levels 	<ul style="list-style-type: none"> Creation of written policy and procedures Able to effectively manage and develop a team 	Application, references and selection process.
Professional development	<ul style="list-style-type: none"> Evidence of involvement in appropriate professional development. 	<ul style="list-style-type: none"> Planned involvement in a range of professional activities. 	Application, references and selection process.
Other information / requirements	<ul style="list-style-type: none"> Displays commitment to the protection and safeguarding of children and young people Share the ethos of the School and Department. Post subject to Enhanced DBS 	<ul style="list-style-type: none"> Willingness to co-ordinate and take part in whole school activities. 	Application, references and selection process.

The school is committed to safeguarding and promoting the welfare of the children and young people and expects all staff and volunteers to share this commitment.