

# Person Specification



<b>Job Requirements</b>	
Qualifications and Training	<ul style="list-style-type: none"> <li>GCSE English and Maths Grade C or above</li> </ul>
Experience	<ul style="list-style-type: none"> <li>Experience of working with young people 16-18 is desirable</li> </ul>
	<ul style="list-style-type: none"> <li>Experience of School IT Systems is desirable</li> </ul>
	<ul style="list-style-type: none"> <li>Experience of working within an educational environment is desirable</li> </ul>
Knowledge and Understanding	<ul style="list-style-type: none"> <li>Demonstrate an understanding of safeguarding and vulnerability.</li> </ul>
	<ul style="list-style-type: none"> <li>Knowledge and understanding of career pathways and higher education is essential</li> </ul>
	<ul style="list-style-type: none"> <li>Knowledge and understanding of effective revision techniques KS5 students is desirable</li> </ul>
	<ul style="list-style-type: none"> <li>Understanding of promoting culturally sensitive services to diverse communities</li> </ul>
Skills and abilities	<ul style="list-style-type: none"> <li>Ability to demonstrate effective organisational skills</li> </ul>
	<ul style="list-style-type: none"> <li>Ability to work on own initiative</li> </ul>
	<ul style="list-style-type: none"> <li>Ability to prioritise own work and meet deadlines, demonstrating effective time management skills.</li> </ul>
	<ul style="list-style-type: none"> <li>Ability to work as part of the team</li> </ul>
	<ul style="list-style-type: none"> <li>Proven ability to demonstrate the skills and strategies required to assess and intervene with young people and their families.</li> </ul>
	<ul style="list-style-type: none"> <li>Ability to write comprehensive, succinct and analytical reports for meetings</li> </ul>
	<ul style="list-style-type: none"> <li>Ability to communicate effectively with a range of people in a range of forums, face to face, over the phone and in writing</li> </ul>
	<ul style="list-style-type: none"> <li>Demonstrate the ability to chair meetings and follow up agreed actions.</li> </ul>
	<ul style="list-style-type: none"> <li>Demonstrate a willingness to undertake appropriate training and development</li> </ul>
	<ul style="list-style-type: none"> <li>Ability to manage and keep accurate records</li> </ul>