

Person Specification: Careers Lead

June 2026

Attributes	Essential	Desirable
Experience (Relevant work and other experience)	<ul style="list-style-type: none"> • Experience of working with children in a secondary mainstream, youth work or specialist setting. • Experience in providing information advice and guidance on college and careers pathways • Understanding of Child Protection and Health and Safety Regulations. • Awareness of confidentiality issues linked to home/ student/ teacher /school work. • Experience of liaising with outside agents such as local employers, colleges and sixth form providers. 	<ul style="list-style-type: none"> • Experience of using technology to support learning e.g. Google Classroom • Experience working as careers advisor to 11-16 year-olds
Education & Qualifications	<ul style="list-style-type: none"> • Level 4 Diploma in Career Information and Advice (CIAG) (or the Level 4 Diploma in Advice and Guidance) and willingness to study for Level 6. • Or educated to degree level and able to study to achieve Careers specialism 	Diploma in Career Guidance (level 6) Degree level Education in related fields such as: Psychology Youth Work or Teaching First Aid Qualification.
Training	<ul style="list-style-type: none"> • Willingness to undertake training and professional development in a specialist area. Information Advice and Guidance • Willingness to undertake Safeguarding Training 	.
Skills and Abilities	<ul style="list-style-type: none"> • Ability to work effectively in one-to-one meetings with students • Good, clear communication skills, oral and written and the ability to keep meticulous records of meetings that can be shared with students and staff • ICT skills especially with regards to Careers software applications and record keeping eg. Spreadsheets databases. • Highly motivated; ability to work with minimum supervision. • Excellent interpersonal skills. • Ability to forge relationships with employers and post 16 providers • Events organisation eg. Post 16 evening, employer showcases etc • Ability to keep to procedures. 	<ul style="list-style-type: none"> • Confident to liaise with a range of stakeholders, including external professionals and parents • Meticulous attention to detail. • Awareness of data protection. • Ability to follow written procedures.

Personal qualities	<ul style="list-style-type: none">• Commitment to the ethos and aims of the school.• Excellent work ethic.• Patient and conscientious.• Excellent attendance and punctuality.• Outstanding role model for students.• Willingness to 'go the extra mile' in order to secure the best outcomes for students.	
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