

Personal Specification

Job Title: Careers Adviser

	Essential	Desirable	How identified
Qualifications			
Degree and/or relevant guidance qualification to at least level 4	✓		App
Experience in providing guidance for young people	✓		App
Experience			
Ability to use ICT effectively.	✓		App / Int
A wide range of organisational skills	✓		App / Int
High quality communication.	✓		App / Int / Ref
Experience working in a school environment		✓	App / Int / Ref
Experience in working with young people		✓	App / Int / Ref
Skills			
Must be well organised	✓		Int
Must be well presented	✓		Int
High level of communication and listening skills	✓		App / Int / Ref
Ability to motivate and build a rapport with students	✓		App / Int / Ref
Flexibility and adaptability	✓		Int / Ref
An empathetic, non-judgmental and ethical approach	✓		Int / Ref
Ability to work individually as well as part of a team	✓		Int / Ref
The ability to manage your own caseload	✓		App / Int / Ref
Knowledge and Understanding			
Experience in delivering high quality information, advice and careers guidance to students	✓		
Understanding of the range of career and education options available	✓		App / Int
Keep up-to-date with labour market information, legislation and professional academic developments	✓		App / Int / Ref
Research careers, options and organisations to meet students' needs	✓		App / Int / Ref
Awareness of safeguarding issues	✓		App / Int
Equal Opportunities			
Understanding of different social backgrounds of pupils	✓		Int / App
Understanding the needs of pupils and the appropriate strategies to support them	✓		App / Int / Ref
Full commitment to community cohesion and inclusion	✓		App / Int