

CARMEL COLLEGE – CAREERS ADVISOR

ESSENTIAL				DESIRABLE		
	Criteria No.	ATTRIBUTE	Stage Identified	Criteria No.	ATTRIBUTE	Stage Identified
Personal	E1	Christian Values & willingness to support the Christian ethos of the College	AF//R	D1	Practising Roman Catholic	AF
	E2	Team player	R			
Qualifications & Education	E3	Good standard of education including GCSE English and Maths at Grade 4 or above or equivalent	AF/C	D2	Good IT Skills	C//L
	E4	NVQ Level 4 or equivalent in Information, Advice and Guidance	AF/C	D3	Level 6 in Carer Leadership	AF/C
	E5	Level 6 in Career Guidance or equivalent	AF/C			
Experience & Knowledge	E6	Practical experience of delivering CEIAG and assisting young people to secure Education, Employment or Training and Post 16 and 18	AF//R			
	E7	Experience of promoting to and working with multi agencies including voluntary & community groups, training providers, public and private sector organisations	AF//R			

	E8	Experience of delivering training and career development workshops to groups	AF/I/R			
Skills, abilities, knowledge and competencies	E9	Evidence of the ability to plan and implement own workload, deliver outcomes for clients and meet deadlines	AF/I	D4	Experience of carrying out health and safety risk assessments	AF/I
	E10	Evidence of the ability to effectively engage employers	AF/I			
	E11	Knowledge of local and national labour market trends and policy in relation to Career Guidance	AF/I			
Special Requirements	E12	Ability to form and maintain appropriate relationships and personal boundaries with children.	R/D/I/L	D5	Evidence of using Compass + and/or Unifrog for tracking CIEAG provision	AF/I
	E13	Emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline.	R/L			
	E14	Suitability to work with young people	R/D/L			

Standard/Rec/Person Specification

	E15	Application form completed fully and legibly.	R/D/L		
	E16	The ability to converse at ease with pupils/public/public bodies and provide advice in accurate spoken English is essential for the post.	AF/I		
		Ability to demonstrate good written and verbal communication skills to a wide range of audiences	AF/I		
		Able to use information technology appropriately including Microsoft Office online databases & digital resources	AF/I		

Key – Stage identified	
AF	Application Form
C	Certificates
T	Tests
P	Presentation
I	Interview
R	References
L	Lesson