



# JOHN HENRY NEWMAN CATHOLIC COLLEGE

*Heart Speaks To Heart*

## Person Specification

**Careers Advisor**

**Grade D Point 15 - £23, 953 pro rata (actual salary approx. £20,300 pa.)**



2017-2020



**Artsmark  
Platinum Award**  
Awarded by Arts  
Council England

## Person Specification

### **Careers Adviser**

Qualities and Attributes	Essential	Desirable
<b>Qualifications/Education</b>		
GCSEs (or equivalent) in English and Maths at minimum grade C or Level 4.	✓	
A levels or equivalent.	✓	
Level 6 Diploma in Career guidance and development.	✓	
Support the Catholic ethos of the school.	✓	
<b>Knowledge/Experience</b>		
Experience of working in a school/college environment.	✓	
Experience of providing IAG to pupils aged 11-18 in a relevant environment.	✓	
Experience of administrative and record keeping procedures with evidence of capability to work on own initiative.	✓	
Working as part of a team.	✓	
Experience of organising, running and evaluating careers events.	✓	
<b>Skills/Abilities</b>		
Excellent communication and interpersonal skills.	✓	
Ability to work with and plan effective actions for pupils at risk of underachieving.	✓	
Have experience of, or demonstrate the ability to oversee a caseload.	✓	
Up to date knowledge of local labour market.	✓	
A good understanding of the Gatsby benchmarks and how the school implements these.	✓	
Flexible approach to working.	✓	
Ability to prioritise own workload in a fast paced environment.	✓	
Ability to communicate effectively both verbally and in writing with colleagues, students, parents/carers and outside agencies.	✓	
Strong organisational and time-management skills.	✓	
Accuracy and attention to detail.	✓	
Ability to problem solve and use initiative.	✓	
Excellent IT skills including Microsoft Word, Outlook and Excel.	✓	
Knowledge of SIMS.		✓

Full working knowledge of relevant policies/codes of practice including safeguarding and school policies.		✓
Knowledge of Schoolcomms.		✓
Knowledge of Class Charts.		✓
<b>Behavioural Attributes</b>		
Well-developed interpersonal skills to be able to relate well to a wide range of people, particularly to students so that they feel heard and valued.	✓	
Identifies and promotes best practice and encourage the sharing of ideas.		✓
Proactively seek opportunities to increase job knowledge and understanding.	✓	
Values and respects the diversity of individuals, adaptable approach to meet individual needs.	✓	
Requires minimum supervision.	✓	



Heart  
Speaks  
to  
Heart

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For every child to know they are loved and to develop a relationship with Jesus through 'Heart Speaks to Heart'.