



ACKLAM GRANGE SCHOOL

PERSON SPECIFICATION: CEIAG AND ALTERNATIVE PROVISION COORDINATOR



	Essential	Desirable	Measured by
Qualifications / Training	<ul style="list-style-type: none"> Educated to GCSE Standard at Grade A to C for a minimum of 5 GCSEs including Mathematics and English, or equivalent qualifications. NVQ Level 3 or equivalent in a relevant subject to complement the role. Commitment to training/health and safety legislation. 	<ul style="list-style-type: none"> NVQ Level 4 or higher qualification in a relevant subject to complement the role. Mentoring or counselling certification. First Aid qualification. 	A/Q A/Q I
Experience	<ul style="list-style-type: none"> Three years experience of working with young people in an advice and guidance capacity. Experience of planning and delivering group activities to support the achievement and development of students. Experience placements or equivalent. Experience of working to quality standards. Collaborative working within a team. Awareness of the world of work/business/industry/industry working environments and requirements. 	<ul style="list-style-type: none"> Experience of production and analysis of statistical data. Experience of networking and marketing to develop business links. Experience of event organisation. Experience of coordinating information, advice and guidance Experience of mentoring and motivating students to support careers advice and guidance. Experience of organising student work 	A/I A/I A/I A/I A/I A/I A/I
Knowledge and Understanding	<ul style="list-style-type: none"> Full working knowledge of relevant policies/codes of practice. Clear understanding of the progression routes for 14 – 19 year olds. Understanding of principles of child development. Use of learning technologies. Commitment to equality and diversity. Awareness of requirements of Ofsted regarding CEIAG in schools. 	<ul style="list-style-type: none"> Experience of Ofsted regarding CEIAG 	A/I A/I I I I



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Skills	<ul style="list-style-type: none">• Effective use of ICT to promote, support and enhance teaching and learning.• Well-developed interpersonal skills to be able to relate well to a wide range of stakeholders.• Good communication and negotiation skills.	<ul style="list-style-type: none">• Good ICT skills for learning and administrative requirements.	A/I
			A/I
			A/I
Person Characteristics	<ul style="list-style-type: none">• Ability to make relationships easily with young people and adults.• Ability to motivate students and engage them with their learning.• Ability to defuse difficult situations.• Ability to represent student needs to others.• An enthusiastic approach to working with students.• Ability to work flexibly and respond to developing needs.• Reliability and integrity.• Humour and resilience		A/I
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Measured by Key:

A - Application form
I - Interview
Q - Qualification check