



**Ripon Grammar School**  
**Person Specification – Head of Careers**

E – Essential, D - Desirable

<b>Experience / knowledge</b>	Delivering presentations and/or training for groups Experience of engaging and motivating young people Current knowledge of current post 16 and post 18 options Current knowledge of careers and the labour market Up to date knowledge of careers theory and the requirements for careers education and guidance in schools Strategic planning Monitoring and evaluation techniques Interviewing experience Working in a school environment Lesson planning Delivering advice and guidance Up to date knowledge of careers resources for schools Enterprise education	E E E E  E E E E D D D D D
<b>Qualifications / training</b>	Good honours degree Qualification in Careers Guidance [Level 6 or 7]	E E
<b>Skills /aptitudes</b>	Ability to communicate with staff at all levels within the school Ability to engage and motivate young people Ability to communicate effectively with parents and governors Ability to network and build relationships with businesses and other external organisations Excellent presentation skills Interviewing skills Strategic planning skills Negotiation skills Report writing skills Organisation skills Computer literate (including word / excel / databases / email / internet) Information handling Team working Customer service Maintaining confidentiality	E E E E E E E E E E E E E E E E E E E
<b>Specific Characteristics</b>	Energy, enthusiasm, self- confidence and presence Self-motivated with a clear vision Ability to work flexibly on own initiative and attend evening and off-site events Excellent attendance record and punctuality Willingness to undertake training and /or further qualifications Ability to work under pressure and meet deadlines Attention to detail	E E  E E E E E E

