

Lancashire County Council

Person specification form		
Post title: Information, Advice and Guidance 2	Grade: Unqualified Teacher	
Directorate: Children and Young People	Post number:	
Establishment or team: Ashton Community Science College		
Requirements (based on the job description)	Essential (E) or desirable (D)	To be identified by: application form (AF), interview (I), test (T), or other (give details)
Qualifications <ul style="list-style-type: none"> Level 6 Career Development Professional Level 2 or equivalent qualification in English and Maths Willingness to engage with CPD relevant to the role Safe Guarding Training 	E E E D	AF AF/I AF/I AF/I
Experience <ul style="list-style-type: none"> Experience of supporting pupils at secondary age Experience of planning a range of events Experience of prioritising and managing workloads 	E D E	AF/I AF/I AF/I
Knowledge, skills and abilities <ul style="list-style-type: none"> Ability to relate well to children Good communication skills Excellent organisational skills Flexible attitude to work Ability to work collaboratively with partners & developing links Ability to motivate young people to identify short- and long-term career objectives Understanding of the Gatsby Benchmarks and their importance Strong understanding of risk factors to pupils becoming NEET ICT competence – including MS Office Suite, MS Teams and Office 365 	E E E E D D E E D	AF/I AF/I AF/I AF AF/I I AF/I AF/I AF/I
Other (including special requirements) <ul style="list-style-type: none"> Commitment to safeguarding and protecting the welfare of children and young people Commitment to equality and diversity Commitment to health and safety 	E E E	I I I I

<ul style="list-style-type: none">No adverse criminal record	E	DBS Disclosure
Prepared by: JMY		
Date: July 2021		
Note: We will always consider your references before confirming a job offer in writing.		