

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 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
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Prepared by: JMY **Date:** July 2021

Note: We will always consider your references before confirming a job offer in writing.