
	Person Specification
Job Title	Information Advice Guidance Advisor – Personal Social Development

Qualifications		✓
Essential		
<ul style="list-style-type: none"> English and Maths Level 2 (or willing to obtain) 		A
Qualifications		
Desirable		
<ul style="list-style-type: none"> Relevant IAG qualification (or willing to obtain) Qualification in Relationships, Sex and Health Education or similar (or willing to obtain) 		A A
Key skills		
Essential		
<ul style="list-style-type: none"> Able to work to tight deadlines and possess excellent multitasking skills Strong communication skills, both verbal and in writing, that can be adapted depending on the audience Able to communicate information effectively with young people with SEND Strong ICT skills within Microsoft Office 		A/I A/I A/I A/I
Desirable		
<ul style="list-style-type: none"> Awareness of the SEND Code of Practice Able to communicate effectively across multidisciplinary teams Awareness of Education Health and Care Plans 		A/I A/I A/I
Experience		
Essential		
<ul style="list-style-type: none"> Experience of producing high quality written work and accurate record keeping Experience of working as part of a team and on own initiative Experience of using Microsoft Office packages 		A/I A/I A/I
Desirable		
<ul style="list-style-type: none"> Experience in a similar role Passionate about working with young people in a further education environment Excellent communication skills and experience in public speaking/undertaking presentations 		A/I A/I A/I
Knowledge		
Essential		
<ul style="list-style-type: none"> Knowledge around working with young people who have complex support needs and supporting them to achieve positive outcomes. Knowledge around EDI, SMSC, British Values, Prevent and E-Safety. 		A/I A/I
Desirable		
<ul style="list-style-type: none"> An appreciation of the communication needs of people with disabilities/learning difficulties and the implications on accessible resources Knowledge of Person Centred working. 		A/I A/I

	Person Specification
Job Title	Information Advice Guidance Advisor – Personal Social Development

Other personal requirements	
Essential	
<ul style="list-style-type: none"> • Approachable and helpful to a variety of stakeholders, particularly learners • Positive outlook and a 'can do' solution based approach to problem solving • Able to effectively manage a varied and sizeable workload • Able to remain calm under pressure • Be prepared to work flexibly to fulfil the duties and responsibilities of the post for both core business functions in accordance with the needs of the College 	I I I I I

✓ How we intend to assess your match with our person specification

A Application Form

C Assessment Centre

I Interview