

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

Qualifications		✓
Essential		
English and Maths Level 2 (or willing to obtain)		A
Qualifications		
Desirable		
- 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		
- 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		
- 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		
- 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		
- 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		
- 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		
- 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

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Other personal requirements	
Essential	
• 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