

PERSON SPECIFICATION
PROGRESSION GUIDANCE DIRECTOR
Full-time or substantial part-time

As well as meeting the criteria listed below, the successful candidate will have provided a strong supporting statement explaining reasons for applying for the post and addressing the responsibilities identified in the Job Description.

ESSENTIAL

The successful candidate will have:

Experience and Skills

- A good degree and a teaching qualification, with a proven track record as a successful teacher
- Experience of supporting the progress and development of young people in a post-16 college environment
- A Guidance qualification at level 6 or above or a commitment to work towards achieving such a qualification
- A clear understanding of and experience of working with the UCAS applications process, particularly UCAS online
- Strong presentation skills and experience of delivering to a variety of audiences
- Strong interpersonal skills and clear experience in relationship-building
- Strong organisational skills
- Experience organising and managing events
- Excellent written and verbal communication skills and a good level of numeracy
- Proficient in the use of IT, particularly MS Office

Professional and personal qualities

- The ability to communicate with a range of stakeholders, demonstrating clarity and empathy
- The ability to work collaboratively, both internally and externally
- The ability to think creatively, work independently and demonstrate initiative
- The ability to remain calm, composed and decisive in high pressure situations
- A commitment to the values and mission of Esher Sixth Form College and to acting as an ambassador in all outward-facing communication
- An affinity with 16-19 year olds (and their parents)
- An understanding that the role includes attendance at occasional evening events
- A sense of humour

Values

- A commitment to equality, diversity and inclusion, in all its manifestations
- An understanding of and empathy with the pressures that students and colleagues face
- A belief in the benefits of a sixth form college educational experience
- A democratic and consultative management style

- An understanding of the unique nature of the 16-19 age group and the importance of this phase of both educational and personal development

DESIRABLE

The successful candidate may have:

- Evidence of the ability to present to large audiences, such as a group of 300 parents
- Evidence of successful management of large events