



**CAREERS LEAD
PERSON SPECIFICATION**

Criterion	Essential	Desirable
Qualifications and Training	GCSE English and Maths Grade C (4/5, or equivalent) and above First Aid at Work Certificate or willingness to undertake	Level 6 Careers Qualification Training in the relevant learning strategies
Experience	Experience of working with children of relevant age To have up to date knowledge and research of recent and relevant Government change and strategies for SEND and employability Experience of using technology and IT skills including Excel/Word and Google Drive	Previous SEN experience would be an advantage
Skills and Ability	Enthusiasm and passion for leading careers High expectations for self and others The ability to prioritise, plan and organise yourself and others The ability to work well and collaboratively with others To be forward thinking, independent and have a 'can do' attitude to the role The ability to establish trusting relationships with students The ability to communicate effectively, both orally and in writing Creative, dynamic approach, anticipating and solving challenges The ability to be self-motivated and ability to motivate, inspire and challenge others The ability to work flexibly, prioritise, multi-task and work well under pressure Good timekeeping and punctuality Ability to self-evaluate learning needs and actively seek learning activities	A growth mind-set A sense of humour Understanding of relevant policies/codes of practice and awareness of relevant legislation including safeguarding General understanding of national/foundation stage curriculum and other basic learning programmes strategies To be willing to train as a minibus driver for the school

	Be reflective of own practice and be willing to act upon feedback and be open to coaching and mentoring	
	Have a full UK Driving Licence	
Knowledge	Knowledge, understanding and annual training of safeguarding	Knowledge and understanding of issues affecting SEND students

www.cleevemeadow-tkat.org

Cleeve Meadow School,
Bexley Lane, Sidcup,
Kent, DA14 4JN

Tel: 020 8269 6523

Email: enquiries@cleevemeadow-tkat.org

Head of School: Ms J Morris
Executive Head Teacher: Mrs A O'Donnell
Company Registration Number: 6455757

