

**THOMAS HARDYE SCHOOL  
PERSON SPECIFICATION**

<b>Guidance Leader</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>Education &amp; Qualifications</b>	Level 3 including English and mathematics at level 2	Degree and evidence of further study
<b>Specialist Knowledge &amp; Skills</b>	ICT competency Knowledge of the secondary education system	Knowledge and understanding of safeguarding issues  Specialist skills in areas such as educational welfare, careers advice and guidance or counselling
<b>Leadership &amp; Management</b>	Positive attitude towards change Innovative and self-reflective  The ability to plan and prioritise and to complete tasks efficiently on time  The ability to motivate and enthuse colleagues  Excellent communication and interpersonal skills  Good negotiating skills and the ability to diffuse situations  Resilient when faced with complex situations	Ability to chair meetings effectively and/or to make presentations
<b>Relevant Experience</b>	Experience of working with young people in a voluntary or professional setting	Experience of working with young people in a school setting
<b>Additional Requirements</b>	Commitment to continuous improvement Commitment to meeting the needs of all students Sense of humour Flexible approach  Able to work independently <b>and</b> as part of a team  Approachable and sensitive to the needs of others  Openness and willingness to address and discuss relevant issues  Presence, drive and passion  Role model for students  Excellent organisation and the ability to work under pressure	Willingness to take part in extra-curricular activities, including trips and visits, and to make a significant contribution to the wider life of the school