



Information for Applicants

Careers Advisor

£15,189 - £16,673

Part Time / Fixed Term

Starting – as soon as possible

Tadcaster Grammar School
Toulston
Tadcaster
LS24 9NB

Telephone: 01937 833466
Email: c.earl@tgs.starmat.uk

Headteacher: Mr A Parkinson



16 March 2020

Dear applicant,

Thank you for your interest in the post of Careers Advisor.

At around 1550 students TGS is a large and high achieving 11-18 comprehensive school and one which has a unique 'family' feel. We deliver a broad and rich curriculum, provide excellent pastoral support and pledge to deliver really high quality experiences for all our students. A commitment to professional learning is at the heart of our success here; we have high expectations of colleagues but provide great opportunities in return.

When I first arrived at TGS in September 2019 there were a number of things that immediately impressed me. The first was the very open and welcoming nature of the school from both the staff and students. The second was the sheer variety of activities which are offered both within the curriculum and after school hours. Finally it was apparent that TGS was a school with a strong reputation for looking after its students and where high standards of conduct are non-negotiable.

At TGS we do not limit our definition of achievement simply to traditionally academic pursuits, we believe in developing well rounded individuals and, as such, we make a significant investment in the areas of sport, creative and performing arts

If you feel you are ready for the challenge and would like to know more about the school and its activities please take a look at our website at <https://tgs.starmat.uk/>. To apply for the post please complete the school application form (do not attach a curriculum vitae). Your letter of application must not exceed two sides of A4 (typed, processed or hand written) and should address how your qualifications, skills and experience best fit you to the requirements of the job description.

Thank you for your interest in this post.

Yours faithfully

Mr A Parkinson
Headteacher

THE SELECTION PROCESS

If you wish to apply for the post of Careers Advisor, then you should:

- Fully complete the application form, ensuring all details are accurate and all declarations are signed. Please ensure you include details of two professional referees with one being your current employer (with email addresses). Do not enclose additional CVs.
- Support your application with a covering letter (2 sides A4 Arial 11 point, 1.15 spacing, maximum) addressing the following:

How your experience to date best fits you to the requirements of the following sections of the person specification:

- Experience
- Training
- Knowledge and skills

Please use *relevant and recent* examples and impact measures from your practice.

The short-listing process will, in part, assess your ability to communicate effectively and accurately in the written word.

Your audience for your written work will be school staff and governors.

Remember when addressing the above, ***less is sometimes more.***

Timeline for the selection process

Post advertised	16 March 2020
Closing time/date for applications:	11am 25 March 2020
Short listing:	26 March 2020
Invitation to interview by telephone/ Confirmation by email:	27 March 2020
Selection day:	w/c 30 March 2020

Please address all return mail to:

Mrs C Earl
PA to the Headteacher
Tadcaster Grammar School
Toulston
Tadcaster
LS24 9NB

c.earl@tgs.starmat.uk

Appendices

1	The School Vision and Values Statement
3	Job description and person specification for the role of Careers Advisor

Appendix 1: The School Vision and Values Statement

	<p>Creating outstanding education in all of our schools to enable every young person to flourish and realise their full potential.</p>	 <p>Tadcaster Grammar School</p>	<p>Be your best self, be:</p> <p>Ambitious; Resilient; Responsible; Respectful to yourself and others.</p>
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OUR VISION *(Our cause; our key belief)*

<p>Be your best self</p>	<p>During their 7 years with us at the school, we want all students to maximise their potential through excellent academic and personal development.</p> <p>Each individual should also be:</p> <ul style="list-style-type: none"> ● aware of the needs of others in their thoughts and actions; ● empowered to control their own well-being; ● able to achieve fulfilment in their current and future lives.
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OUR CORE VALUES *(These should be seen, experienced & lived)*

All staff and governors at Tadcaster Grammar School are expected to recognise and uphold the STAR Multi Academy Trust **values** of trust, openness and service. In addition:

All **staff** are expected to consistently model the following **values** which underpin everything we do, every day:

<p>Students considered first</p>	<p>All of our decisions should put the needs of students first. All students will be known well, included, valued and heard.</p>
<p>High expectations - no limitations</p>	<p>We do not prejudice potential by preconceptions about individuals or groups of students.</p>
<p>The right curriculum experience for each student</p>	<p>We respond to the aspirations and needs of individual students with a broad and balanced curriculum and diverse co-curricular offer.</p>
<p>The best support for each student</p>	<p>Students are individuals with their own needs and requirements; our care and pastoral support systems need to reflect this.</p>

All **students** are expected and supported to show the following **values** in everything they do in school, every day:

Ambition and resilience	To show a desire and determination to achieve success.
Responsibility	To take ownership for their actions and work in and out of school.
Respect	To be considerate to themselves and others.

OUR SCHOOL

Tadcaster Grammar School is a partner school in the STAR Multi Academy Trust family. The school retains its local community identity and operates with autonomy.

By working in partnership with parents and other organisations, and utilising local and collective strengths within and beyond the STAR MAT, we aim to continue to achieve the very best outcomes for all students during their 7 years with us.

All STAR MAT partner schools offer their students the following opportunities to develop:

Themselves to become:	Their ability to interact with others and contribute positively to society to become:	The knowledge and skills which will equip them for life, with an entitlement to:
<ul style="list-style-type: none"> ● Physically and mentally healthy ● Informed risk takers, problem solvers and critical thinkers ● Articulate communicators ● Reflective, resilient and able to self-regulate 	<ul style="list-style-type: none"> ● Tolerant and respectful of others: different people, places and cultures ● Responsible, aware and engaged citizens: locally, nationally and globally ● Able to develop appropriate and successful relationships 	<ul style="list-style-type: none"> ● Develop mathematical fluency and essential literacy skills ● Be taught a broad, rich and age appropriate programme of study in every subject ● Stimulating and exciting learning experiences both within and beyond the 'classroom' ● Opportunities to take part in sport, performance and other creative activities ● Careers education and guidance

Appendix 2a: Job Description

Job Title: Careers Advisor

Grade: Band I
Hours: 3½ days per week (Term Time Only)
Responsible to: CEIAG, Business and Community Links Manager

Job Purpose: To deliver impartial careers information, advice, guidance and support to students. To develop and deliver presentations and group learning through seminars, workshops and contribution to the tutorial programme in student career development. To work with staff in local colleges and external agencies to organise and implement events which support the career development, progression and employability skills of students at the school.

Job Context: The postholder will develop, implement, monitor and evaluate the provision of the careers education, information, advice and guidance programme throughout the school.

Main Responsibilities

Operational Management

- To deliver careers information advice, guidance and support to students, to assist them in exploring career ideas, reviewing options, establishing realistic career action plans and helping them to develop their employability skills and progression routes
- To develop and deliver presentations and group learning through seminars, workshops and contribution to the tutorial programme
- To work with staff in local colleges and external agencies to organise and implement events which support the career development, progression and employability skills of students at the school
- To be a key contact for students college/university application forms
- To design and develop relevant learning materials for staff and students
- To ensure accurate and timely reporting as required
- To organise work placements
- To participate in appropriate Parents' Evenings and Information Evenings.
- To be responsible for raising awareness amongst staff, governors, students and parents of the importance of well informed career planning for students across all key stages

Communications

- To liaise with Curriculum Areas and other departments in relation to the planning and delivery of employability skills e.g. practice interviews
- To liaise closely with relevant members of staff in order to maximise opportunities for students
- To encourage involvement of parents and governors in the careers programme.

Partnership working

- To liaise with outside agencies to support careers work in school e.g. NYBEP
- To represent the school at relevant information, advice and guidance external meetings and events in the region
- To build and maintain links with external organisations including HE and FE providers, businesses, and local organisations eg Rotary, voluntary organisations etc.

Resource management and Skills Development

- To work with the Business Manager to ensure that careers and employability activities organised by information, advice and guidance service remain within budget limits
- To manage the careers department budget
- To access funding to support the careers work in school
- To commission support from external sources as required
- To maintain a good understanding of changes in local, regional and national career opportunities

Safeguarding

- To be committed to safeguarding and promote the welfare of children, young people and adults, raising concerns as appropriate.

Skills Development

- Practice Continuous Professional Development
- Attend team and staff meetings
- Engage in the school's performance management process

Systems and Information

- To work towards achieving and maintaining an appropriate quality standard for careers information, advice and guidance
- To develop and maintain the Careers Department section of the School website
- To organise the Careers Library and on-line resources ensuring that they are up to date and contain appropriate materials

Planning and organisation

- To develop and implement review and evaluation strategies for the information advice and guidance service and the activities which the service is involved in
- To produce a Careers Policy Document setting out the vision, aims and objectives of the Careers Department

Data Protection

- To comply with the County Council's policies and supporting documentation in relation to Information Governance this includes Data Protection, Information Security and Confidentiality

Equalities

- To engage in opportunities to develop understanding of all aspects of inclusion and equal opportunities issues

Health and Safety

- To be aware of and implement health and safety responsibilities as an employee and where appropriate any specialist or managerial health and safety responsible defined in the Health and Safety policy and procedure
- To be fully aware of risk assessment process

Customer Service

The STAR Multi-Academy Trust requires a commitment to equity of access and outcomes, this will include due regard to equality, diversity, dignity, respect and human rights and working with others to keep vulnerable people safe from abuse and mistreatment. The STAR Multi-Academy Trust requires that staff offer the best level of service to their customers and behave in a way that gives them confidence. Customers will be treated as individuals, with respect for their diversity, culture and values.

Flexibility

Tadcaster Grammar School recognises the need to respond flexibly to changing demands and circumstances. Whilst this job outline provides a summary of the post, this may need to be adapted or adjusted to meet changing circumstances. Elements of the Job Description may be re-negotiated at the request of either party and with the agreement of both. The post holder may, in addition, be asked by their line manager or the school's Leadership team to carry out other such reasonable duties as may be required for the benefit of the school and the students' education and well-being. All staff are required to comply with our Policies and Procedures.

This job description is not your contract of employment, or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed.

[STAR MAT policy is to assess the performance of all new staff during the first 6 months of their contract to determine suitability for continued employment.] *Only applicable to staff joining the school after September 2019.*

Elements of the Job Description may be re-negotiated at the request of either party and with the agreement of both. The post holder may, in addition, be asked to carry out other reasonable duties within the MAT, (which could involve working at other schools), as may be required for the benefit of the school and the students' education and well-being.

Appendix 2b: Person Specification

Job Title: Careers Advisor

Essential upon appointment	Desirable on appointment (if not attained, development may be provided for successful candidate)
Knowledge <ul style="list-style-type: none">Up to date knowledge of the various career and further education opportunities	
Experience <ul style="list-style-type: none">Experience in building relationships and working with stakeholdersExperience of delivering advice and guidanceExperience of delivering presentations to groupsExperiencing of interviewing	<ul style="list-style-type: none">Experience of working in a school environment
Occupational Skills <ul style="list-style-type: none">Excellent communication and interpersonal skillsAbility to engage with young peoplePresentation skillsInterviewing skillsReport writing skillsPlanning and organisational skillsICT skillsEnthusiasm and motivation to help young people	
Qualifications <ul style="list-style-type: none">Level 4/Degree level educationLevel 6 Diploma in Career Guidance and Development	
Other Requirements <ul style="list-style-type: none">Ability to maintain confidentialityAbility to work outside of normal hours occasionally e.g. Parents' Evenings	