



Bexhill Academy

Gunters Lane
Bexhill-on-Sea
East Sussex
TN39 4BY
01424 730722

'Join us on our exciting journey to become a great school'

We are seeking to appoint an outstanding and enthusiastic

Careers Advisor (Part-time)

We are looking to recruit an inspiring and motivated Careers Lead to provide a best practice careers service throughout the school.

The successful candidate will;

- either possess a level 4 (working towards Level 6) or level 6 careers qualification.
- or you may have secondary school experience and be looking for a new direction in careers, with a keen interest supporting students to achieve their potential. If this is that case you must be willing to undertake the relevant training provided by the Academy.

Start: Immediate, depending on required notice period.

Salaries;

- **Unqualified:** Equivalent to NJC Scale 4 (performance management progression range points 18-21) Starting salary point 18 - £18,870 per annum pro rata (£9,842.01 per annum).
- **Qualified to Level 4:** Equivalent to NJC Scale 5 (performance management progression range points 22-25) Starting salary point 22 - £21,074 per annum pro rata (£10,991.55 per annum).
- **Qualified to Level 6:** Equivalent to NJC Scale 6 (performance management progression range points 26-28) Starting salary point 26 £23,866 per annum pro rata (£12,447.78 per annum).

Hours: 0.6fte, 22.5 hours, 3 days per week, term-time only

The role includes:

- Creating an ethos of high aspiration that fits with the academy values.
- Provide engaging and interactive careers advice, guidance and support on subject options and post-16 choices
- To develop, implement and review a strategic plan which guides the policies, plans, targets and practices of careers
- To develop, implement and review a curriculum for CEIAG, including contribution to the PSHE programme
- To focus on 'narrowing the gap' by careful monitoring and tracking of both PP and vulnerable groups with regards to final destination data
- To develop and maintain a CEIAG service that meets the requirements for the Gatsby Bench Marks

Bexhill Academy, an OFSTED rated 'Good' school, is situated in a modern building, in the heart of the local community. We have a friendly supportive staff and additionally have a unique staff reward programme offering staff social outings and after hours exercise classes.

Closing Date for applications: 12 noon Monday 21 January 2019
Interviews: w/c 21 January 2019

For further information please contact:
Philip Gordon, Assistant Principal – philip.gordon@bexhillacademy.org

Please send completed Academy applications to HR Manager – jill.hunt@bexhillacademy.org

Please note that we do not accept CV's or approaches from agencies.

The Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The successful applicant will be subject to an Enhanced DBS check.



Role: Careers Advisor

Hours: 0.6fte – 22.5 hours per week, term time only (39 weeks).

Salary: Equivalent to NJC Scale 4-6 dependent on experience and qualification.

Responsible to: Assistant Principal

The Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The Careers Advisor will be subject to an Enhanced DBS check.

Principal Accountabilities:

What is the purpose of the role?

- To provide an inspiring and best practice careers service throughout the school

What do you have to achieve?

Within the curriculum area:

- Create an ethos of high aspirations that fits with the academy values.
- Provide engaging and interactive careers advice, guidance and support on subject options and post-16 choices
- To develop, implement and review a strategic plan which guides the policies, plans, targets and practices of careers
- To develop, implement and review a curriculum for CEIAG, including contribution to the PSHE programme
- To focus on 'narrowing the gap' by careful monitoring and tracking of both PP and vulnerable groups with regards to final destination data
- To develop and maintain a CEIAG service that meets the requirements for Investors in Careers

What are the role particulars?

- Accountable to the Coordinator for PSHE and the link SLT for PSHE/CEIAG

What do you have to do?

Operational/Strategic Planning:

- To contribute to the whole school's action plan
- Suggest, develop and maintain effective partnerships with local, national and international businesses
- Develop a network of specialist partners to provide guidance on specific careers
- Organise, promote and coordinate work experience
- Organise, promote and coordinate a structured programme of careers events for pupils and/or parents/carers
- Attendance at Parent' Evenings and active promotion of careers in assemblies/tutor periods and at Information Evenings and Open Days
- Produce careers information through hard copy literature, e-communications and displays
- Produce innovative and dynamic contributions to the PSHE programme throughout the school, using ASIAC guidelines
- Provide options guidance throughout the school, including college/course selection

- Providing guidance to pupils on completing application forms, interview techniques and presentation skills
- Organisation of careers questionnaires and surveys and provision of feedback
- Conducting individual careers interviews with students in KS4
- Monitoring, recording and communicating leaver destination information to the lead SLT
- To develop an alumni programme to foster positive links with former students.
- Liaison with external careers services
- Keeping abreast of developments and best practice in careers through research, attendance at training events and conferences, and establishing relationships with peers from other institutions
- to take part in the school's staff development programme
- to work as a member of a designated team and to contribute positively to effective working relations within the pastoral system
- to work closely with the PSHE/CEIAG Coordinator , Pastoral Managers and PSHE teaching staff

Quality Assurance:

- to help to implement school quality assurance procedures and policies
- to lead in the process of monitoring student progress across the year groups in terms of options choices and post-16 choices
- to review and monitor PSHE/CEIAG input, including Drop Down Days
- to take part, as may be required, in the review of the engagement of the curriculum and option choices
- to lead and organise careers advice for parents' evenings and events specifically related to CEIAG
- report to SLT link on any serious progress and/or behaviour concerns

Management Information:

- to maintain appropriate records and to provide relevant accurate and up-to- date information for line management meetings
- to complete the relevant documentation to assist in the tracking of students
- to produce case studies of specific students for use with HMI/Ofsted

Communications:

- to communicate effectively with the parents of students as appropriate
- where appropriate, to communicate and cooperate with persons or bodies outside of the school, including local employers and education providers
- to follow agreed policies for communications in the school

Management of Resources:

- to contribute to the process of the ordering and allocation of equipment and materials for CEIAG provision

Pastoral System:

- to liaise with the PSHE Coordinator to ensure the implementation of the school's CEIAG programme through PSHE, tutor time and assemblies
- to contribute to the preparation of action plans, progress files and other reports
- to alert the appropriate staff to problems experienced by students and to make recommendation as to how these may be resolved
- to communicate as appropriate, with the parents of students and with persons or bodies outside the school concerned with the CEIAG/educational provision of individual students, after consultation with appropriate staff
- the schools health and safety policy and undertake risk assessment as appropriate

Whilst every effort has been made to explain the main duties and responsibilities of the role, each individual task undertaken may not be identified.

PERSON SPECIFICATION

JOB TITLE: CAREERS ADVISOR

Criteria	Essential	Desirable
Education	<ul style="list-style-type: none"> - to level three - a minimum of Grade C at GCSE (or equivalent) in English and Maths 	<ul style="list-style-type: none"> - evidence of further personal and professional development
Qualifications		CEIAG relevant qualifications including minimum of Qualification in Career Guidance (QCG) and/or Level 4/6 Diploma in Career Guidance and Development. Training will be given to an exceptional candidate who does not possess this qualification.
Experience	<ul style="list-style-type: none"> - have experience of working with young people in a school/careers environment 	
Knowledge	<ul style="list-style-type: none"> - statutory CEIAG requirements at KS3 and KS4 - awareness of current CEIAG changes and legislation 	
Skills and Abilities	<ul style="list-style-type: none"> - highly professional demeanour - a positive and cheerful personality - able to develop materials which match the learners needs - sound organisational skills - effective communication skills - highly effective ICT skills - the ability to work as part of a team - the ability to use your initiative - be a person of integrity - able to maintain confidentiality - able to display empathy - able to adapt - a good sense of humour 	
Commitment and other requirements	<ul style="list-style-type: none"> - required to attend appropriate training and development 	