



NICHOLAS CHAMBERLAINE SCHOOL

**Seeks to appoint a
Careers Advisor**

Part-Time – 3 days per Week

**Band F SCP 7–10 (Fte: £25,584-£26,835
(21 hours: £12,436 - £13,044 pro rata)**



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An introduction to Nicholas Chamberlaine School



Thank you for your interest in becoming part of our school community.

Nicholas Chamberlaine School is a secondary school with VI Form provision in Bedworth, Warwickshire. We have been serving the community for over 60 years and are proud of the impact we are making on the lives of our young people.

In September 2013, we were delighted to join the Griffin Schools Trust and are now part of a family of schools with a distinctive identity. Our closest partner schools are Race Leys Junior School and Park Lane Primary School, and we benefit from working together as a strong and supportive collegiate.

We have a strong vision. Nicholas Chamberlaine School is committed to providing an excellent and inspiring educational experience for all our students. To support this, Nicholas Chamberlaine School:

- raises aspirations, expectations and achievement for all students
- ensures students acquire the knowledge, skills and qualifications relevant to adult life and employment
- shows students how to think for themselves, to develop enquiring minds and become disciplined learners
- helps students to understand the world in which they live and their own responsibilities as members of our community and society
- broadens our students' horizons through a range of academic, creative, sporting and musical activities within and beyond the classroom.

We are passionate about educating young people through a well-rounded approach, built on rich co-curricular programmes and high-quality pastoral care, as well as an inspiring curriculum, expertly taught.

Alison Ramsay
Executive Head

www.nicholaschamberlaine-gst.org

The Benefits

The Griffin Schools Trust is committed to building staff teams of interesting people, who are motivated to advance their own knowledge and skills, as well as their students' achievement.

..... Wellbeing.....

- We never use all of 1265
- We have reduced data drops to allow for more teaching and learning.
- The English department has experienced exam markers which supports mock exam marking.
- During the summer term, we prioritise staff time for core priorities and essential CPD rather than rolling over the timetable.
- Two teacher training days are disaggregated to enable staff participation in the Effective Formative Assessment program's twilight sessions.
- Curriculum planning is centralised within departments, allowing teachers to adapt from base lessons, instead of starting from scratch.
- We provide outstanding professional development opportunities, including NPQs and Trust funded Masters programs, with-in school support.
- Teachers are encouraged and supported to become exam markers.
- Departments have a minimum of three meeting per half term to facilitate the sharing of practices and subject knowledge.
- We minimise emails with one Staff Comms and one MLT Comms per week.
- Detentions are centralised to allow teachers more preparation time.
- We support staff in balancing family needs through part time and flexible contracts, as well as paid/unpaid time off.
- All colleagues enjoy free access to a modern on-site gym.
- We foster a sense of community with weekly staff breakfasts on Fridays.
- Sharing good practices and collaborative work with other departments is actively encouraged.



Job Purpose

To provide high-quality, impartial, and personalised careers guidance to students across Key Stages 3–5 in line with the Gatsby Benchmarks and the Department for Education’s statutory guidance. The adviser will play a key role in supporting students to make informed decisions about their post-16 and post-18 pathways, including academic, vocational, and apprenticeship options.

Key Responsibilities

1. Personal Guidance (Gatsby Benchmark 8)

- Deliver one-to-one careers interviews for students in Years 10, 11, 12 and 13 (ensuring all students have at least one interview by age 16, and a second by 18).
- Prioritise and provide targeted support for disadvantaged, SEND, and high-priority students.
- Maintain accurate records of all guidance interviews and share relevant information with the Careers Leader and safeguarding team where appropriate.

2. Careers Drop-In and Clinics

- Offer regular drop-in sessions for students across all year groups.
- Be available during key transitions (e.g. exam result days, sixth form application deadlines, UCAS deadlines).

3. Destination Planning and Support

- Support students with applications to further and higher education, apprenticeships, and employment.
- Advise students on the full range of available progression routes, including local labour market trends and demand.
- Contribute to reducing the number of students who become NEET (Not in Education, Employment or Training).

4. Partnership Working

- Build and maintain strong relationships with external providers, colleges, employers, apprenticeship providers, and universities.
- Support the school’s annual careers fair, employer visits, and enrichment events as needed.

Person Specification

Person Specification

Essential	
Level 6 qualification in Career Guidance and Development (e.g. QCG, CDI-approved)	✓
Up-to-date knowledge of post-16 and post-18 pathways, including FE, HE, apprenticeships, and employment	✓
Experience working with secondary-aged pupils in an educational or advisory setting	✓
Ability to build rapport with students of all backgrounds and abilities	✓
Strong communication, interpersonal, and organisational skills	✓
Commitment to safeguarding and promoting the welfare of children and young people	✓

Desirable	
Experience working in a school-based setting	✓
Familiarity with the Gatsby Benchmarks and Compass+	✓
Understanding of SEND and barriers faced by disadvantaged students	✓

An Enhanced Disclosure with the Disclosure and Barring Service (DBS) will be undertaken before an appointment can be confirmed. The successful candidate will be required to disclose all convictions and cautions, including those that are spent; the exception being certain, minor cautions and convictions which are 'protected' for the purposes of the 'Exceptions' order.
<https://www.gov.uk/government/collections/dbsfiltering-guidance>

This job description only contains the main accountabilities relating to the posts and does not describe in detail all of the duties required to carry them out. The post holder may be required to undertake other duties and responsibilities that are commensurate with the nature and level of the post and flexibility is therefore required.



GRIFFIN SCHOOLS TRUST



Bramford
West Midlands
Joined June 2013

Lammas
East London
Joined December 2018



Chivenor
West Midlands
Joined February 2014

Riverley
East London
Joined November 2013



Perry Wood
West Midlands
Joined December 2012

Willow Brook
East London
Joined April 2015



Nicholas Chamberlaine
North Warwickshire
Joined September 2013

Kingfisher
Medway
Joined September 2013



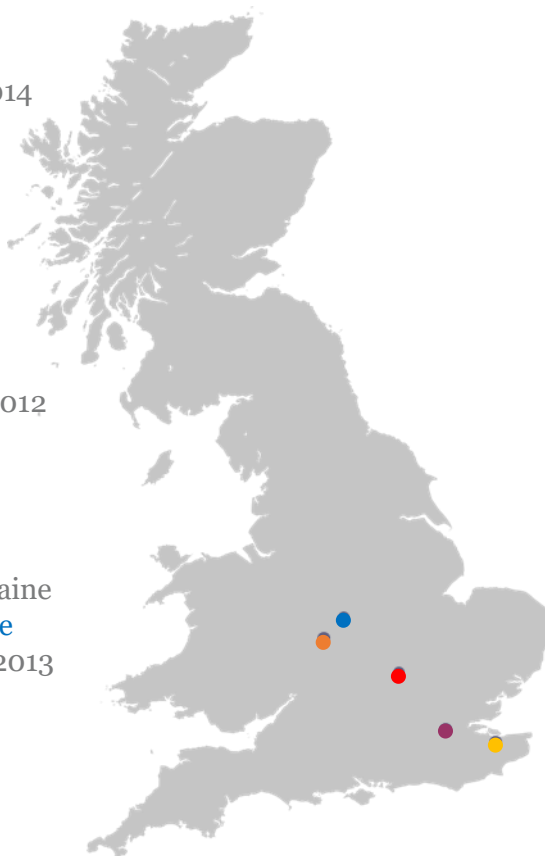
Park Lane
North Warwickshire
Joined November 2013

Saxon Way
Medway
Joined September 2013



Race Leys
North Warwickshire
Joined September 2012

Lordswood
Medway
Joined November 2013



How to Apply



NICHOLAS
CHAMBERLAINE
SCHOOL

We would love to show you the heart of Nicholas Chamberlaine School so that you can get a sense of how well matched you may be to our professional community as a school and as a Trust. Please look at our website (www.nicholaschamberlaine-gst.org) and explore the Trust website as fully as you can (www.griffinschoolstrust.org). You will see evidence of the shared life of the schools in the Trust in events such as the Science Symposium, the Arts Festival, the Sports Festival and Founders Day.

The Trust really is a family of schools which work closely together within and across phases and geographical hubs. So, in joining Nicholas Chamberlaine, you do have good relationships with local authority schools and projects but you also have strong working relationships with your peers in two secondary schools in Milton Keynes and East London as well as day to day involvement with our two GST neighbour primaries, Race Leys and Park Lane, both examples of what a Griffin Great School looks and feels like. It is that journey to Griffin Great that informs our development planning.

Ofsted validates our progress within a defined national framework: it emphatically does not set our agenda.

Please read the attached Griffin Great descriptors very carefully because that is the culture and performance you will be helping us to build should you join us. Your research into Nicholas Chamberlaine School will help you to travel.

Having researched sufficiently to decide to apply, please tell us in no more than two sides of A4 in 11 point font (1) why you want to join Nicholas Chamberlaine School as a Careers Advisor and what you see as our challenges (2) why your personal track record matches or exceeds our requirements.

Please include a full CV with the names and direct contact details of two referees (one being your most recent employer) and the completed Safer Recruitment Form. We will contact your referees before shortlisting and may also have a phone call with you.

Applications should be received no later than Friday 4 July 2025 by 9.00am. Completed applications to include a full CV and covering letter should be addressed to Natalie Minty (Acting Head of School) and sent to recruitment@nicholaschamberlaine.co.uk

Interviews may take place before the deadline on receipt of successful application's. Therefore, we reserve the right to withdraw the advert before the deadline.

If you would like a confidential exploratory call once you have done initial research into Nicholas Chamberlaine School and the Griffin Schools Trust, please email t.pettitt@nicholaschamberlaine.co.uk who will make an appointment.