

# Careers Advisor King Edward VI College Candidate Pack



# The Role

## Careers Advisor

**Start Date:** Dependent on candidate's availability  
Full Time 37 hours Permanent (1 FTE)  
Term Time only 195 +2 days to include 5 training days

Sixth Form College Support Staff Pay Scale Range 15 to 17  
£30,960 to £32,936 per annum (Pro-rata part time £26,904 to £28,622)

**Closing Date for Applications:** 9am 07 April 2025

**Interviews to be held:** 10 April 2025

### The opportunity

We are seeking to appoint an enthusiastic and inspirational individual to provide high quality, one to one support, group work sessions and e-guidance to students to help them access employability opportunities to successfully transition and progress into the world of work or Higher Education.

The college prides itself on having supportive, reflective, creative and ambitious staff who work to achieve the best outcomes for students. We treat our staff and students with respect, listen to both and involve all in our continuous improvement. Staff and student feedback are embedded in our systems.

The successful applicant will be working as part of a highly ambitious support network who strive to meet the ever-changing needs of our students.

### The person

We are looking to recruit the right person. Attitude, values and mindset are critical features of all our staff. We want staff and leaders who bring their genuine self to everything they do and want to be involved in every aspect of college life. We want a careers and employability advisor whose ambition for those around them is unlimited and support is unconditional.

### The College

King Edward VI College (KE6) is an exciting high performing Sixth Form College being the founding member of Better Futures Multi-Academy Trust Limited, which includes Bilborough Sixth Form College, Gateway Sixth Form College and sponsored by Coventry University [BFMAT - Better Futures Multi-Academy Trust](#).

This is an exciting time to join us as we develop partnership links across the education sector.

The college has approximately 1500 students and over 150 staff and is growing.

# Careers Advisor

## Job Description

### **Purpose of the Role:**

To provide information, advice, and guidance services to young people in post-16 education, supporting their progression and transition into the workforce or higher education.

**Accountability:** Careers and Progression Leader

### **The role's primary responsibilities:**

- Deliver in depth careers information, advice and guidance
- Provide high quality, one to one support, group work sessions and e-guidance to students to help them access employability opportunities and successfully transition and progress into the work of work and higher education.
- To follow the college careers strategy and CDI framework
- To have a collaborative approach and be able to demonstrate building and maintaining effective internal and/or external relationships.
- Work with designated caseloads of students as delegated and in liaison with line manager.
- To work closely with Specialist Support, Progress teams and student recruitment teams to support students' progression paths.
- To contribute to the marketing and communication of the career's services.
- To run the college volunteer programme
- To contribute to careers tutorial programme
- To arrange careers and employability workshops with external organisations
- To maintain and further develop links with organisations within the local community to develop opportunities for students.
- To contribute to the organisation of events such as Careers Fairs and Employer Networking events
- To support and develop all activities that link to the Gatsby Benchmarks
- To track student participation in college events
- To gain feedback from students and stakeholders for internal and external events
- Ensuring resources in careers area are current and actively encourage students to use the area.
- To help raise the profile of careers with all stakeholders.

### **Key Accountabilities:**

- BFMAT values
- To be involved and genuine in all dealings with our stakeholders
- To seek and respond intelligently to colleague feedback and to give feedback when needed whilst always operating with emotional intelligence.
- Excellent communication, based on a spirit of openness and honesty.
- To hold self and others to account for performance, progress and impact
- To create an environment which motivates, energises and empowers.
- To ensure a supportive learning experience takes place for every student.
- Seeking creative and exciting solutions to problems or barriers

**Generic duties for all College Staff:**

- To support the College's mission, values and strategic objectives
- To support the College's policies on diversity and inclusion
- To ensure awareness and compliance with the College's Health & Safety Policies and practices
- As a member of staff working in a college setting, to have a duty to help keep young people safe and protect them from sexual, physical and emotional harm and to take reasonable steps to ensure the safety and wellbeing of students.
- To embrace the College's commitment to people development by taking part in continuing professional development activities.

*This job description is not necessarily a comprehensive definition of the post. The post holder may be required to undertake any other duties, as directed by the Principal or which may reasonably be regarded as within the nature of the post, after consultation with the post holder.*

# Careers Advisor

## Attributes, Values & Behaviours

### Attributes, Values & Behaviours

As a values driven organisation, the person specification reflects the importance we place on these. Outlined below is our leadership framework based on our values and our Principal will need to demonstrate these as well as the ability to develop these in others;

#### Ambitious

- Setting a clear & compelling vision, always looking to inspire people to do things they never thought they could.
- Avoiding over complication & change for changes sake - seeking clarity of purpose & simplicity in all we do.
- Being obsessive about improving the experience we offer students & staff, acting as a role model for the standards of behaviour we should all expect of each other.
- Focusing on collective improvement through the development of highly performing teams & shared accountability rather than individual glory/blame
- Demonstrating an unquenchable appetite for learning & exploring new ways of approaching our challenges, focusing on developing this with all our staff & students.
- Being able to combine dreams & big ideas with details, act as doers, not just thinkers.

#### Involved

- Ensuring high levels of visibility & engagement of our leaders around our colleges & within our local communities.
- Actively seeking & developing partnerships to ensure we are connected to & having a significant positive impact on our local communities & on each other.
- Supporting staff to break down barriers to partnership working, within colleges, across the Trust & with external partners.
- Acting as champions of inclusivity & diversity & challenging any behaviours, structures or processes that are not fully inclusive for the communities we serve.
- Remembering to tell people when things are going well & actively celebrating the achievements of our students & staff at every opportunity.
- Encourage innovations & ideas for improvement from others, focussing on the potential benefits & being risk aware rather than risk averse.

#### Supportive

- Acting as a role model for our staff in terms of staff wellbeing & work-life balance, setting expectations & challenging staff when they fall short of these expectations.
- Demonstrating empathy & emotional intelligence particularly in difficult moments, while helping staff & students frame possible solutions to their challenges. Not being afraid to get our 'hands dirty' with staff to help solve a problem.
- Focussing on empowering all our people, ensuring they gain the skills & experience needed to thrive at work, through training, coaching, mentoring & wider development opportunities.
- Knowing the difference between being empowering & being enabling when supporting/developing our people & being skilled at having 'crucial conversations' when needed.
- Always believing in & promoting the ability of our staff & students to further develop their skills & abilities.
- Not being afraid to take risks & encouraging this in others, ensuring we maximise learning from our mistakes & failures.

## Genuine

- Keeping the promises, we make & sticking to our commitments, particularly in difficult times. Not being afraid to take risks & encouraging this in others, ensuring we maximise learning from our mistakes & failures.
- Seeking honest & regular consultation with & feedback & from students & staff, responding meaningfully & constructively, without 'spin' or rancour.
- Giving regular, honest & constructive feedback to our staff, collectively & individually to help them further develop & thrive at work.
- Having the conviction & tenacity to disagree when needed, but once a decision is made committing wholly to it, even when uncomfortable, unpopular, or exhausting.
- Promoting an openness of discourse. Acknowledge we will not always be right & welcome constructive challenge of our thinking.
- Challenging cynicism, pessimism, or political expediency in ourselves & others, working to demonstrate how we can help bring about positive outcomes in line with our values.

# Careers Advisor

## Person Specification

Qualifications	Essential	Desirable	Assessed by
<ul style="list-style-type: none"> <li>Qualification to advanced level or equivalent or relevant years' experience</li> </ul>	✓		Application
<ul style="list-style-type: none"> <li>Level 6 Diploma in Careers Guidance or equivalent</li> </ul>	✓		Application
<ul style="list-style-type: none"> <li>GCSE Maths and English or equivalent</li> </ul>	✓		Application
<b>Experience</b>			
<ul style="list-style-type: none"> <li>Recent experience as a Careers Guidance professional</li> </ul>	✓		Application
<ul style="list-style-type: none"> <li>Evidence of good overall education and examination results</li> </ul>		✓	Application & interview
<b>Skills and Abilities</b>			
<ul style="list-style-type: none"> <li>Computer literate with sound knowledge of the requirements of the role</li> </ul>	✓		Application and interview
<ul style="list-style-type: none"> <li>Be flexible in approach and able to adapt to the differing needs of the role</li> </ul>	✓		Application and interview
<ul style="list-style-type: none"> <li>Possess excellent team skills and can contribute to the team and its goals. Be able to work independently and as a member of the team.</li> </ul>	✓		Application and interview
<ul style="list-style-type: none"> <li>Works well with others, building relationships based on empathy, trust and mutual respect</li> </ul>	✓		Application and interview
<ul style="list-style-type: none"> <li>Successfully engage different audiences, appreciating diversity of background, culture and thought</li> </ul>	✓		Application and interview
<ul style="list-style-type: none"> <li>Takes responsibility for own actions and recognises the impact on others and the environment</li> </ul>	✓		Application and interview
<ul style="list-style-type: none"> <li>Embraces an entrepreneurial mindset to have a positive impact on own career and community</li> </ul>	✓		Application and interview
<ul style="list-style-type: none"> <li>Is resilient and views failures as opportunities to learn and improve</li> </ul>	✓		Application and interview

Knowledge and Understanding			
<ul style="list-style-type: none"> <li>Enthusiasm for the role and the ability to have impact on our students</li> </ul>	✓		Interview
<ul style="list-style-type: none"> <li>Some knowledge of Health &amp; Safety regulations in relation to the post</li> </ul>		✓	Application and interview
<ul style="list-style-type: none"> <li>Ability to work under tight deadlines and retain a sense of humour</li> </ul>		✓	Application and interview
<ul style="list-style-type: none"> <li>Understanding of and commitment to equal opportunities and how to incorporate it into the role.</li> </ul>	✓		Interview
<ul style="list-style-type: none"> <li>A clear commitment to the principles and practices of Every Child Matters (ECM), equality and diversity and the safeguarding of young people</li> </ul>	✓		Interview

# Completing your application

## Data Protection Act 2018 GDPR statement

Any personal data collected from applicants during the recruitment process will only be used for the purpose of recruitment within the college and will not be disclosed to any external sources without your express written consent. Records of the successful candidate will be placed on their personal files. Records of unsuccessful candidates will be destroyed after six months.

## Contract Details

The post is made on the terms and conditions of the Support Staff in Sixth Form Colleges.

Contract:	Permanent: Term Time Only 197 days including 5 training days
Hours:	37 hours per week Monday to Friday
Salary Scale:	Sixth Form College Support Staff Pay Scale Range 15 to 17 £30,960 to £32,936 per annum (Pro-rata part time £26,904 to £28,622)
Start Date:	Dependent on candidate's availability
Pension:	Membership of the Local Government pension scheme

1. Application is by means of:
  - a completed Application Form
  - a completed Equal Opportunities Form
  - a completed Disclosure Form

When completing your application please comply with all **instructions** detailed on the application form. **You are asked NOT to send a Curriculum Vitae (CV).**

The criteria in the enclosed person specification will be used to assist the short-listing process. The specification identifies the minimum skills, experience and qualifications needed by you to carry out the job effectively. When completing your application, you must ensure that you indicate how you meet these criteria.

## 2. Referees

Two references will be requested. We expect one referee to be the head of the organisation where you are currently employed (if applicable). We normally write for references before an interview. If there are any special circumstances, and you mark that you do not wish a referee to be contacted we will contact you directly. If you have any personal connection with any of your referees, you will be required to disclose it.

## 3. Health

If you are successful in your application, you will be required to complete a medical questionnaire. This will be submitted to the Occupational Health Service, and you may be asked to have a medical examination. If you think this may present a problem, please mention it in your application or at interview.

## 4. Certification

Any contract of employment issued will be on the basis that all information supplied by you on the form, on additional papers and at interview is correct, and that no material facts have been omitted. You will be required to provide proof of all the qualifications you declare on the application form.

## 5. Equal Opportunities

You are asked to return the equal opportunities questionnaire (which will not be available to the short listing or appointment panel).

## 6. DBS Disclosure

If you are successful in your application, you will also be required to complete a DBS application, at Enhanced level, which will enable a check to be made with the Criminal Records Bureau on any Criminal background.

If you require confirmation of the receipt of your application, please enclose a stamp-addressed envelope. We are sorry we are unable to respond personally to all applicants. If you have not heard from us within two weeks of the closing date, you should assume you have been unsuccessful in your application.

Further information about the College can be found via our website [www.ke6n.ac.uk](http://www.ke6n.ac.uk)

Closing date for applications: 09 April 2025 at 09:00am

Interviews to be held: week commencing 21 April 2025

Applications should be addressed to:

Assistant Principal - Corporate Services  
King Edward VI College,  
King Edward Road  
Nuneaton  
CV11 4BE

Email: [personnel@ke6n.ac.uk](mailto:personnel@ke6n.ac.uk)

The College is committed to safeguarding and promoting the welfare of young people.  
The successful candidate will be required to undertake a criminal record check via the DBS.

The College promotes diversity and welcome applications  
from all sections of the community.

All candidates with a disability will be offered an interview should they  
meet the minimum requirements of the post.

The College is committed to the continuing professional development of all staff.

Thank you for your interest in King Edward VI College, Nuneaton.

Better Futures Multi-Academy Trust  
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