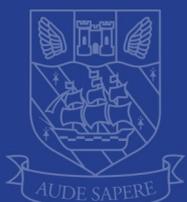
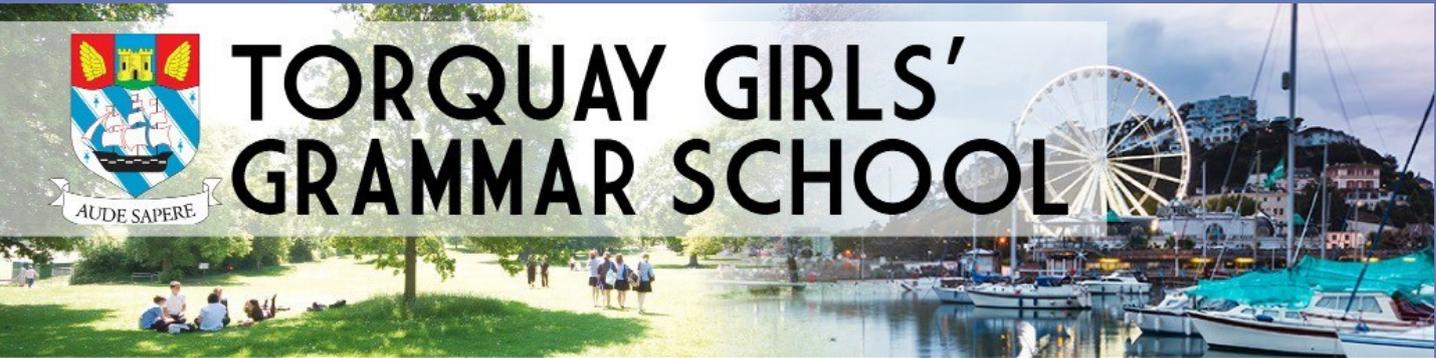




TORQUAY GIRLS' GRAMMAR SCHOOL



Careers Advisor

Recruitment Pack

Welcome from the Headteacher

Thank you for your interest in the role of Careers Advisor at Torquay Girls' Grammar School.

Torquay Girls' Grammar School is a girls' 11 to 18 selective Single Academy Trust (SAT) in Torquay, Devon. Our status as a SAT means that we have the freedom to implement a curriculum intent which focusses on the whole child:

To equip students for a future in which they have the academic qualifications, character skills and self-esteem to make decisions that lead to long, happy and content lives.

Our school is founded on our core values which apply to our whole community:

Equality; open minded; kindness; collaboration; and well-being.

Our academic results are consistently high - we are 2nd in Devon and 6th in the South West - which is true testament to the continued dedication from both our students and staff.

I have been Headteacher of Torquay Girls' Grammar School since 2021 and during my first two years, the whole team led significant changes across the school to ensure we met the standards required by all accountability frameworks. We were delighted that even with the challenges of the new Ofsted framework, our hard work was recognised by achieving '*Outstanding*' in every category in November 2023. This is no mean feat, and we are incredibly proud of this achievement.

The school has a long history of success with committed students, staff and trustees. If you were to join us, you would become part of an outstanding school which values every individual within our school community.

Please don't hesitate to get in touch, we would love to hear from you!

Sarah Forster
Headteacher



**Pupils are encouraged to become the
'history makers' of the future**

(Ofsted Report, November 2023)



Hello from our Head Girl Team

Dear Applicant,

We would firstly like to thank you for expressing interest in becoming a Careers Advisor here at TGGGS, a role which we view as crucial in helping to guide and equip us with the key values and characteristics which are critical for our futures as young adults.

We feel extremely lucky to be here at TGGGS as we are surrounded by an incredible atmosphere which is in no small part due to the tremendous efforts of both the students and staff in nurturing our supportive, cohesive community throughout the school and Sixth Form, which allows us to progress not only academically, but also as individuals.

Since Year 7, TGGGS has continually instilled in us the belief that we can accomplish anything we set out to achieve, and our school motto, 'Aude Sapere' (dare to be), is just one example of the many ways in which we are encouraged to have faith in both ourselves and our abilities. This is further reinforced by the countless opportunities we are offered as students besides the superb curriculum; from sporting fixtures and weekly non-academic enrichment such as drama and dance, to university visits and public speaking competitions.

As students progress through the school, there are countless ways to get involved with House Culture and Student Voice; and when students reach Sixth Form, there are various leadership roles, including the Head Girl Team, Heads of Houses and The Hub, which are imperative at not only enriching the supportive, collaborative culture here within TGGGS, but also at enhancing the pride and positivity among students, reflecting the importance of our core values, in particular, equality, collaboration and kindness. Opportunities like this allow us to grow as young adults, whilst having access to the amazing, ongoing support, if needed.

Without a doubt, being part of our school means being part of an inclusive, positive environment that provides students with a strong sense of belonging.

We hope this has given you a brief insight into what our school is all about and if you 'dare to be' our new Careers Advisor, we very much look forward to meeting you!

Thank you,

TGGGS Head Girl Team



Our Careers Programme

Our Careers program is the beating heart of our school. With our shared suite of offices, it feels like its own special place, but at the same time, an integral part of the wider school. We are a small team who work tirelessly to give our students the very best opportunities to ensure that the careers guidance and choices that they make are the ones that are right for them. We promote and support student independence, empowerment and leadership, to give students the best possible range of options as they continue their journey into young adults.

In the most recent Ofsted report, it was stated that:

“...the careers programme plays a central role in helping the school to realise its ambitious vision. For example, pupils attend careers events with representation from an impressive range of industries and education providers. This inspires pupils in Year 10 and Year 12 to arrange their own work experience placements, often in specialist settings linked to their ambitious career plans.”

Our collective mission is to ensure that every single student leaves after their time at the school with as many options open to them as possible. Very few people would disagree that good career guidance is critical if young people are to raise their aspirations and capitalise on the opportunities available to them. Good career guidance has never been more important. Career choices are closely tied in with educational choices: once a pupil has some idea of their future career, they can make informed choices about which subjects to study. The careers programme does this through developing character skills, enhancing knowledge and building self-esteem. This ensures that when our students leave us, they have the fundamental qualities to embark upon successful careers in any field they choose, and to be the very best version of themselves.

The careers programme is co-ordinated and led by the Careers Leader, in conjunction with a Deputy Headteacher. The programme is shared across the school and students are made aware of the importance of careers not only through specialist careers lessons, but also through the regular sharing of information through the newsletter and the Careers Department Teams page. As students progress through the school, they access a variety of careers activities and events to ensure they are considering their options as early as possible. In particular, Year 9 students attend a Speed Networking Event, as well as a Challenge Day led by different universities and fun activities focussed on careers within STEM; and Year 10 and 12 have five days to undertake work experience of their choice. Throughout the year, many speakers come into school to give lunchtime talks to students in Year 10 and above, including healthcare professionals, solicitors and individuals from the arts sectors. In addition to this, every year, we have a whole school Careers Fayre for all year groups which gives students a chance to speak to local and national organisations. Students can also readily access online, virtual workshops via Speakers for Schools and SpringPod.

Torquay Girls' Grammar School has a rich history as a provider of education for over 100 years, and we have a proud record of ensuring that our students leave us with the tools that they need to take the next step in their careers journey with confidence. The vast majority of our students proceed to the top UK universities,

with significant numbers taking places at medical schools, as well as STEM and Law courses, and a fantastic variety of other degrees, reflecting the breadth of provision on offer at the school. We also have many students successfully gaining places on prestigious apprenticeship schemes with some of the UK's top employers, as well as others who opt to study at international universities, such as in Germany or the USA.



Why Join us as a Careers Advisor?

We are looking for a Careers Advisor to help students make realistic choices about their education, training and work by providing the right advice, information and guidance. The role of Careers Advisor involves assisting students in making decisions about their future and reaching their full potential; building relationships with our students, with the goal of empowering them to make strong choices. Working with them to improve self-awareness and suggesting areas for development will encourage the setting of positive and achievable objectives. As well as one-to-one sessions, there is also the possibility of delivering group workshops.



To ensure the best possible opportunities for our students we are looking for someone who has the ability to motivate and inspire young people and to help them be the best version of themselves. It is hoped that you can join in with the rest of the careers team in using your networking skills for widening our client base and gaining contacts within the local and national industry.

We are looking for someone who has strong communication, observational and listening skills, combined with the ability to motivate and build a rapport with people. You will have an empathetic, non-judgmental, and ethical approach, and excellent organisational and problem-solving skills.

As a member of a small, but influential team in the school, you will need a flexible and adaptable approach to work, combined with the ability to work autonomously and manage your own caseload. We use the Unifrog system to ensure records are kept in order that students can revisit and review advice that has been provided.

Continuing Professional Development

At Torquay Girls' Grammar School, all staff have access to a wide range of Continued Professional Development (CPD).

Staff at every stage of their career have a wide ranging and evolving offer of significant investment, to ensure the development of people sits at the heart of our vision. Staff are encouraged to attend internal training opportunities throughout the school year, and also to get involved with external training relevant to their role - an opportunity to gain further understanding and knowledge, but also to meet similar professionals from other schools and professions. We fully believe that allowing staff to access a range of training relevant to the role will not only help them to achieve well within their role, but also to ensure they receive meaningful personal development suited to you.

Working at TGGs

Being part of the 'TGGs family' is special in many ways. Whatever role you play within the school community, there is so much that makes TGGs a great place to work.

Our school is situated on a great site with fantastic facilities including our lecture theatre, Sports Hall, and a fully kitted gym suite which staff can access. Across the year, there are also opportunities to join staff after school clubs including yoga and badminton - a great way to keep fit and socialise with colleagues! There are also organised staff walks on Dartmoor, and not forgetting our annual sponsored walk which raises £1000s for charity.

Our staff love to get involved with whole school events. Sports Day, Christmas Events, the House Shout and the Staff Lip Sync Battle are some of the highly anticipated dates in the calendar. Staff are also encouraged to be part of our wider extra-curricular offer by going on day and residential trips - Iceland and Rome to name a couple!

Our Parents and Teachers Association (PTA) has recently relaunched and they have been planning events for both staff and students, with the last quiz night proving a big success. Whether you would like to be part of the PTA or simply come along to the events for some fun, it is a great way to get involved with fundraising for the school.

As a new member of staff at TGGs, you will receive a full induction to the school which continues beyond your first week, to help you to be as successful in your role as possible. As a school, staff have access to a range of benefits from day one, including access to a good pension, the Cycle to Work scheme through salary sacrifice, and access to an Employee Assistance Programme alongside supportive policies for every personal eventuality.

The wellbeing of our staff is paramount. From the more formal aspects such as personal development to informal cake and coffee at break time, we are always improving what we can offer. We seek staff views, listen and take action to ensure staff feel as supported and valued as possible. We have recently introduced an annual 'Wellbeing Day' and have purchased TGGs branded items for staff including a coat, water bottle and coffee cup.

Our staff are incredibly dedicated to our students, but are also incredibly supportive towards one another. As well as your immediate department or team, you will get to know staff across the school who each bring something unique to our school community. We are incredibly proud of our 'TGGs family'!



Torbay and Beyond

We are extremely lucky to be located within such a wonderful part of the world, and part of a superb community. Torquay Girls' Grammar School is situated in Torquay and is part of the wider Torbay area which is also home to the coastal towns of Paignton and Brixham. Torbay has so much to offer including beautiful harbours, popular tourist attractions, and plenty of choice when it comes to fish and chips, or an ice cream!



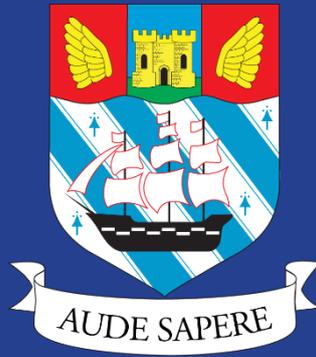
Our school is only a 30 minute walk to the closest beach, and driving distance to so many other stunning beaches and coastal towns including Dartmouth and Salcombe. As well as access to renowned coastlines within the English Riviera and the South Hams, Torquay also provides easy access to Dartmoor where there are endless walks and quaint villages to visit. We are also fortunate to be nearby North Devon where you can enjoy the wilderness of Exmoor; and Cornwall with plentiful sandy beaches.

Not only are we fortunate to be close to so many outdoor playgrounds, access to larger towns and cities is also incredibly easy. Exeter and Plymouth are our two closest cities which provide a range of facilities including shops, restaurants, bars and activities, as well as a variety of cultural, musical and sporting events. You can even hop on a train to get to Bristol in less than 1.5 hours, and London in 2.5 hours.

If you are looking to relocate to the area, there is something for everyone. Whether you want to live in a modern house in a bustling city or enjoy the peace and quiet in a thatched cottage on Dartmoor, there is plenty of choice. The area is also great for families due to the variety of family friendly opportunities available, whether on a rainy winter's day or a hot summer's day.



We are probably a bit biased because it's our home, but we are sure that you would love it as much as we do!



**Thank you for your interest in our school.
If you would like to get in touch about working at
Torquay Girls' Grammar School, please contact
admin@tggsacademy.org.**