



# **Information for Applicants**

## **Appointment of Careers Adviser (Part-Time)**



# A message from the Headmaster

Many thanks for your interest in the Leicester Grammar School Trust. I hope that the following introductory notes will give you an impression of our thriving and ambitious schools, and will help you to decide whether or not to submit an application. You will gather from the Trust's remarkable history that it is an inspiring and vibrant place both to learn and to work, with a commitment to preparing young people for a lifetime of challenge and fulfilment. Staff share high expectations not only of what children can achieve but, above all, of who they can become – when enthused through dynamic teaching, provided with outstanding opportunities and supported through attentive pastoral care.

As the Trust embarks on a new phase of planning and development, it is an exciting time to join us. I hope you may wish to be part of this warm and happy community as it goes from strength to strength. Put simply, we are determined to give the best possible preparation in life to our young people.

John Watson  
Headmaster and Principal of Leicester Grammar School Trust



# Leicester Grammar School

## Background, History and Context

Leicester Grammar School was founded in 1981 in response to the demise of the maintained grammar schools in the area. In 1992 the Junior School was added, which broadened the educational offering of the Trust. The defining milestone in the Trust's development was then the bold and inspired decision in the mid-2000s to move the two schools from the heart of Leicester to the edge of Great Glen, a rural village some seven miles to the south of Leicester. The two schools moved onto a very attractive, state-of-the-art campus on 75 acres in September 2008, which was latterly officially opened by Her Majesty, The Queen.

The purchase of nearby Stoneygate School in 2016 has brought a third educational institution under the umbrella of the Trust, offering greater choice to parents in Leicestershire and surrounding areas who seek an independent education for their children.

The schools in the Trust have a Christian foundation but welcome pupils of all faiths and none, with enormous importance being placed on the moral, spiritual and mental well-being of children under their care.

The pupil body is socially quite diverse and there is a strong desire to provide more bursaries in the future. The Trust as a whole is financially strong and led by a very committed senior team and an open, collaborative and well-qualified Board of 14 local Trustees. We attract positive, polite and 'grounded' children, who display a strong sense of respect for one another and for staff. Concerns over behaviour are rare; our pupils thrive in a calm and purposeful community, well supported and guided by staff.

## The School's aims are:

- To develop the academic potential of the pupil.
- To develop the musical, sporting and other talents of the pupil.
- To develop the moral and spiritual well-being of the pupil.
- To develop the individual, in a co-educational school, within a Christian ethos.

## Campus and Facilities

The new-build scheme, completed at a total cost of £33 million in 2008, provided the Grammar School community and the Junior School, which is housed in the same building, with excellent facilities, outstanding equipment and a beautiful and practical space in which to learn and work together.

The Junior School occupies a large self-contained section of the main building and the open-plan Refectory, used by pupils from both schools, acts as a link between the two schools. Nearby, there is the 850-seat St Nicholas Hall which hosts assemblies, chapel services, school concerts and outside performances and is accessed from the main entrance foyer. A £4 million extension was added in 2015, providing additional science and lecture facilities, meeting and office space and an enhanced Sixth Form common room.

In addition, there is an indoor sports complex which offers multi-use courts for Badminton, Basketball and Netball. Indoor Cricket nets and Table Tennis are available, along with a well-equipped and supervised fitness suite, a Gym/Dance Studio and a 25-metre, 6-lane, heated swimming pool. With 75 acres of land, including several full-sized rugby pitches, cricket pitches and nets, two all-weather artificial hockey pitches, eight floodlit hard tennis and netball courts, it is no wonder that the site has been used as a team training base for numerous national teams, including the Canadian rugby team and the West Indies Ladies' Cricket teams.

The School has excellent local transport links, with both London and Birmingham under an hour away by train. Market Harborough, situated 10 miles south of Great Glen, was recently voted as one of the 'Best Places to Live' by The Sunday Times.

# Opportunity, achievement and community

Our pupils enjoy exceptional opportunities within and beyond the classroom; we have high expectations, but the success of our community stems above all from a culture of aspiration and care.

Examination results in 2019 were typically excellent, with over 50% of A levels graded A\*/A and 81% A\*-B. At GCSE, a very impressive 57% of grades were at 9/8/A\* and the school was ranked 19th co-educational independent school nationally in the Times.

## The Career Development Department

Leicester Grammar School Trust has a clear commitment to providing Career Education Information Advice and Guidance (CEIAG) to all its pupils from Year 7 onwards across the Trust. Leicester Grammar School holds the Platinum Career Mark Quality Award for its provision of CEIAG.

## The Post

We have an exciting opportunity for an inspiring and well-qualified Careers Adviser to work with our Head of Career Development to provide high-quality advice, information and guidance to our pupils across the Leicester Grammar School Trust. The post-holder will also be responsible for the planning, coordination and delivery of work-related learning across the Trust.

We seek to appoint an enthusiastic and motivated part-time Careers Adviser to provide professional career guidance services, including personal guidance interviews, in order to improve our pupils' skills, knowledge and understanding of career planning and management.

The post, to start as soon as possible, will involve working 2 days per week during term time. There will be the need for some flexibility in terms of the number of days worked over the year, depending on the needs of the Department.

## Person Specification

The successful candidate will:

- be a registered member of the Career Development Institute.
- have a Diploma (DCG) or Qualification in Career Guidance (QCG).
- be committed to delivering a high-quality careers education, ensuring that pupils have a wide range of opportunities and experiences to explore after both GCSE and A Level study.
- liaise with the Assistant Head (Director of Studies), Head of Career Development, Head of PSD and other relevant staff, external agencies and parents/ carers.
- be well organised, with an eye for detail and the ability to forward-plan.
- have good ICT skills, and the willingness and ability to learn new systems, as required by the post.
- have strong written and oral communication skills, and relate very well and sensitively to pupils, staff and parents.
- have a positive and enthusiastic outlook.
- be entirely trustworthy and appropriately discreet.
- be capable of displaying independence and initiative whilst also enjoying working as part of a mutually supportive team.
- be committed to his/ her own professional development.
- work well under pressure and be able to manage conflicting priorities.
- be wholly supportive of school aims, ethos and policies/ procedures.
- have an understanding of the benefits of co-education.
- along with all staff at Leicester Grammar School, exercise his/ her responsibility for the safeguarding of young people.

Above all, the successful candidate will have an infectious enthusiasm for the value and relevance of positive and appropriate careers guidance as part of young people's education.

These qualities and competencies will be assessed via the candidate's application, interview and professional references and, where relevant, will be verified via copies of qualifications and successful safeguarding checks (including enhanced DBS clearance).







# Job Description

A Careers Adviser at the Leicester Grammar School Trust contributes to the well-being and development of the school by supervising, guiding and caring for pupils inside and outside the classroom. He or she is responsible to the Assistant Head (Director of Studies) and is expected to:

- conduct client-focused, impartial personal career guidance interviews with pupils which challenge and support them to make informed, realistic and appropriate career decisions.
- employ expert knowledge of careers and labour market information to enable pupils to identify, access, interpret and utilise valid and current information that is relevant to them.
- plan and arrange work-related learning with the Alumni office and external employers.
- be responsible for the management and delivery of Morrisby interviews across the Trust.
- assist the Head of Year 11 with pupils making transitions to other local schools/ colleges or apprenticeships.
- develop and deliver PSD career-related learning activities for pupils across the Trust.
- run a careers help desk in the library at lunchtime for pupils.
- assist the Head of Career Development in the delivery of Careers Education, Information and Guidance (CEIAG) across the Trust
- generate and maintain pupil records electronically in support of personal guidance interviews and agreed action plans
- assist with the monitoring, evaluation and reporting on the effectiveness of the Trust's career guidance programme in achieving the Gatsby Benchmarks and Career Mark.
- provide advice to the Head of Career Development and Senior Leadership Team on the range of resources and other training providers in the ongoing development and delivery of the career guidance programme across the Trust.



# Working at Leicester Grammar School

Staff are well qualified and enthusiastic, and have high expectations of themselves and their pupils. The school has a strong reputation for pastoral care, and teaching staff are committed to co-curricular activities. Fee remission for the children of permanent staff is available at all schools across the Trust. There is an excellent and loyal support staff, who understand their vital role in contributing to pupils' growth and achievements.

The salary for this full-time post will be commensurate with the applicant's experience, based on the Trust's own salary scale. The Leicester Grammar School Trust participates in a Standard Life pension scheme for our support staff..

Other benefits enjoyed by our staff include:

- Free on-site parking
- Daily lunch allowance provided by Sodexo Catering during term-time
- Access to Medicare health plan
- Green Commute initiative
- First class sports facilities, including gym and pool
- Thriving staff common room
- Excellent pastoral care – permanent School Nurse, Counsellor and Chaplain
- Rural walking trails around the school site
- Regular theatre trips and social events
- Wide range of musical and singing groups
- On-site coffee house

Please refer to our website [www.lgs-senior.org.uk](http://www.lgs-senior.org.uk) for a fuller description of the school, and our latest news.

## Child Protection

The post-holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom he/she is responsible, or with whom he/she comes into contact will be to adhere to and ensure compliance with the school's Safeguarding Policy at all times. If in the course of carrying out the duties of the post the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the school, he/she must report any concerns to the school's Designated Safeguarding Lead or to the Head.

## Safeguarding

Leicester Grammar School Trust is committed to safeguarding and promoting the welfare of children and young people, and this is reflected in its recruitment procedures. Successful candidates for posts are required to undergo an enhanced DBS disclosure.

## Appointment Process

A completed application form and curriculum vitae, accompanied by a covering letter addressed to Mr John Watson (Headmaster and Principal of Leicester Grammar School Trust), should reach the school as soon as possible, and no later than 9.00am on Tuesday 28 January 2020. Interviews will take place on Thursday 6 February 2020.

**Applications should be emailed to Mrs Erica Parsons, HR Administrator, at [parsonse@leicestergrammar.org.uk](mailto:parsonse@leicestergrammar.org.uk). There is no need to send a hard copy at this stage.**







# LEICESTER GRAMMAR SCHOOL

Independent Co-educational Day School  
for children aged 3-18

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Registered charity number 510809



  
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