



WOODBIDGE SCHOOL

Work With Us Careers Adviser

Application Pack



Careers Adviser – Level 6

**Salary £28,000 - £32,000 FTE per annum pro rata
(Actual salary £12,793 - £14,621)
21 hours per week
34 weeks per year (term time only)**

Woodbridge School is looking to appoint a Careers Adviser to support the Head of Careers with the delivery of an ambitious and exciting programme for students in Years 7-13.

This role will be responsible for using expert knowledge of careers and the labour market, liaising with external sources where necessary, to create a dynamic range of resources and support.

For more information about the school and this opportunity, and to download an application pack, please visit: <https://www.woodbridgeschool.org.uk/about/staff-vacancies/>

Woodbridge School reserves the right to close the position before the closing date, so please apply as soon as possible to avoid disappointment.

**Closing date: 5pm 2nd November 2023
Interview Date: W/C 6 November 2023**

Woodbridge School is committed to safeguarding and promoting the welfare of children and young people and successful candidates will be subject to an enhanced check from the Disclosure and Barring Service (DBS).

Job Description

Job Title: Careers Advisor	
Accountable to: Head of Careers	Hours: 21 per week (34 weeks per year)
Job Purpose: General <ul style="list-style-type: none">• To advise the Head of Careers on the range of resources and providers for careers education and guidance• To assist in the development of a coherent careers programme, from Year 7 to Year 13• To assist, where relevant, with the monitoring, evaluation and reporting on the effectiveness of the career guidance programme• To liaise with external sources – e.g. alumni, parents, local businesses - to initiate and continue career evenings and events• To have a good working knowledge of the courses, training and funding that may be available to enhance students' career prospects Working with Pupils <ul style="list-style-type: none">• To use expert knowledge of careers information and labour market information and intelligence to enable pupils to identify, access, interpret and utilise valid and current information that is relevant to them, including the appropriate use of information technology• To liaise with external sources – e.g. alumni, parents, local businesses - to help place pupils in work experience and shadowing placements• To conduct pupil-focused, impartial, personal career guidance interviews with pupils, to challenge and support them to make informed, realistic, and adaptable career decisions• To assist, where needed, in writing CVs, covering letters etc• To help students identify barriers in accessing their chosen careers and assist them in overcoming these Working with Staff <ul style="list-style-type: none">• To maintain an excellent working relationship with the Head of Careers• To work with the Heads of House to establish a coherent provision of individual support and guidance that includes one-to-one careers interviews with all pupils, particularly in Year 11• To liaise with the Director of Sixth Form, concerning careers advice for the Sixth Form, with a particular focus on degree apprenticeships• To liaise with the Head of MedSoc, assisting in finding opportunities to help prospective medical/veterinary students• To liaise with tutors, Heads of House, the Director of Sixth Form, and the Assistant Head (Learning Support) to identify pupils in need of extra assistance Liaising with Old Woodbridgians <ul style="list-style-type: none">• To organise career lunches/breakfasts and video interviews with OWs, drawing on the wealth of opportunity that past pupils can provide• To attend OW liaison meetings and events	

This job description is not exhaustive and it is expected that the post-holder will be flexible in their approach, and undertake any reasonable duties as requested.

General Responsibilities

Health and safety

You have a legal duty to take reasonable care of your own health and safety and that of others and you are expected to be familiar with, and adhere to Woodbridge School's Health and Safety Policy.

Child Protection/vulnerable adults statement

Woodbridge School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. You will be expected to support this approach in the context of your role and to adhere to and ensure compliance with the School's Child Protection Policy Statement at all times. If in the course of carrying out your duties, you become aware of any actual or potential risks to the safety or welfare of children in the school you must report any concerns to the appropriate Safeguarding Lead or to the Head.

Brand Values

Ensure your work, communication and approach conforms to the brand values and house style of the School and the wider Seckford Foundation. Keep up to date, and comply with the School's Rules, Policies and Procedures at all times.

Person Specification

Education and Qualifications	E	D
QCF Level 6 in Careers Guidance and Development	x	
Knowledge and Experience		
Knowledge of the Gatsby Benchmarks and relevant national policies and frameworks	x	
Current membership of the CDI		x
Knowledge of safeguarding in relation to students and employment practice	x	
Listed on the register of Career Development professionals		x
Experience of providing careers guidance and advice to young people	x	
CEIAG experience in an education setting	x	
Previous administration experience and experience of maintaining manual and computerised records	x	
Skills		
Strong communication skills with a range of stakeholders, both verbal and written	x	
Capacity to motivate, inspire and challenge young people	x	
Good level of IT literacy including the ability to use Microsoft Office and other systems	x	
Excellent organisational skills with the ability to plan and deliver own work and that of others within timescales	x	
Safeguarding		
All staff are expected to evidence their commitment to promoting the health, welfare and safeguarding of children	x	
Personal Qualities		
Ability to work flexibly and efficiently as part of a team	x	
Ability to use own initiative and to work independently	x	
Ability to establish good working relationships and contribute effectively to the organisation	x	
Enthusiastic, with a positive 'can do' approach	x	
Adaptable within a changing environment, able to cope with conflicting demands, deadlines, and interruptions. Able to remain calm and professional under pressure	x	
Attention to detail and accuracy	x	
Other		
Driving Licence		x

Benefit Statement

Pension	Automatic enrolment into the Foundation/School's pension scheme (subject to meeting certain eligibility criteria).
Sick Pay	After a successful probation period, full pay for 5 weeks and, half pay for 10 weeks in any rolling 12 months. Entitlement rises incrementally to full pay for 20 weeks and half pay for 20 weeks in any rolling 3-year period during the 4th and subsequent years of service.
School Fees	School fee remission may be available depending on individual circumstances.
Other Benefits	<ul style="list-style-type: none">• Free parking• Complimentary lunch is available when the dining room is in operation• Access to Employee Assistance Programme• Death in Service Cover

Information for applicants

In order to apply please complete the application form.

Application forms can be downloaded from the School's website:

<https://www.woodbridgeschool.org.uk/about/staff-vacancies/>

Please apply, preferably by email, stating Careers Adviser in the title line to

hrrecruitment@seckford-foundation.org.uk.

If you are unable to apply by email then please post your application, marking "Private and Confidential" to Human Resources at:

Woodbridge School
Marryott House
Burkitt Road
Woodbridge
Suffolk
IP12 4JJ

All information will be treated as strictly confidential.

If you have any questions or enquiries regarding the application process, please contact the HR Department on 01394 615168.

All appointments are subject to the usual pre-employment checks to meet vetting and barring requirements. For more information about the application and vetting process please refer to the Explanatory Notes provided.

Woodbridge School is committed to safeguarding and promoting the welfare of children and young people and all applicants must be willing to undergo child protection screening appropriate to the position, including checks with past employers and the Disclosure and Barring Service.