

ASPIRE.
BELIEVE.
ACHIEVE.



CALDEW
SCHOOL

WHERE EVERY STUDENT

IS SUCCESSFUL TODAY

AND PREPARED

FOR TOMORROW.

POST AND APPLICANT INFORMATION.

ACADEMIC ADVISOR

Starting Salary: £37538
Contract Term: Full-time (37.5 hours/week)
Temporary for 3 years in the first instance
Start date: 1st September 2025
Holiday Working: Autumn, Spring and Summer half-term
1 week Easter
3 weeks Summer

Closing date: 12:00pm 7th May 2025
Interview date: 14th May 2025

PURPOSE OF THE ROLE:

The Academic Advisor will provide tailored support to more able students in Years 7–13, ensuring they are appropriately challenged, motivated, and equipped to achieve their potential. The role involves delivering careers advice, monitoring academic progress and attendance, and implementing enrichment programmes designed to develop key skills such as leadership, critical thinking, and resilience.

Safeguarding Statement

Caldew School is committed to the protection and safety of its pupils and expects all staff and volunteers to share this commitment. An online search will be carried out for shortlisted candidates. The successful applicant will be required to undertake a criminal record check via the DBS. Our safeguarding policy can be found at:

<https://www.caldew.cumbria.sch.uk/our-school/policies-other-key-documents/>

Equal Opportunities Statement

We are an equal opportunity employer. We want to develop a more diverse workforce and we welcome applicants from all sections of the community. Applicants with disabilities will be granted an interview if the essential job criteria are met. We are committed to employing disabled people making reasonable adjustments to support applicants when required

Application Process

Please return a completed application form in full ensuring you have provided accurate information, including the names, addresses and relevant contact details of two referees together with your letter of application.

POST AND APPLICATION INFORMATION

The letter of application should be no more than two sides of A4 and should set out the particular strengths that you would bring to the post and how you feel you meet the criteria outlined in the job description and person specification

Short listed applicants may be screened prior to interview by checking social media. The purpose of this is to ascertain if the applicant demonstrates behaviour that is suitable for employment in a school environment. References will be requested prior to interview.

We are committed to safeguarding and promoting the welfare of children and young people and expects all employees and volunteers to share this commitment. An application for a DBS certificate will be submitted for all candidates once they have been offered the position. For posts in regulated activity, the DBS check will include a barred list check. During the recruitment process, any offences, or other matters relevant to the position will be considered on a case-by-case basis. Any offer of employment will be subject to receipt of a satisfactory DBS Enhanced Disclosure.

JOB DESCRIPTION:

Key Responsibilities

1. Academic Support

- Provide one-to-one and group support to more able students to encourage high academic achievement, identifying strengths and areas of development and putting raising achievement plans in place.
- Monitor students' academic progress, attendance, and engagement, intervening as necessary to address barriers to success.
- Work with parents and carers to raise students' aspirations, achievement and attendance
- Collaborate with subject teachers, Heads of Year and parents to ensure individual learning needs are met.
- Recognising the achievements of the more able and showcasing their success.

2. Careers Advice and Guidance

- Work with students individually and in groups to raise their aspirations.
- Liaise with the school's Careers Advisor to deliver personalised careers advice, supporting students to make informed decisions about higher education, apprenticeships, and career pathways.
- Organise and facilitate careers workshops, external speaker events, and visits to universities, workplaces, and training providers.

3. Enrichment Programmes

- Work with the Deputy Headteacher to plan and deliver the schools Elevate programme to develop students' skills in leadership, teamwork, communication, and critical thinking.
- Coordinate, plan and deliver enrichment opportunities such as extra-curricular activities competitions, mentoring schemes, summer schools, or subject-specific challenges.
- Recruit, manage and monitor staff delivering enrichment opportunities.
- Support students in applications for university, apprenticeships, internships, or extracurricular programmes.

POST AND APPLICATION INFORMATION

PERSON SPECIFICATION: ACADEMIC ADVISOR

	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
QUALIFICATIONS	<p>Educated to or currently working towards degree level</p> <p>Experience working with young people, ideally in a school setting.</p>	<p>A postgraduate qualification in education, careers guidance, or a related field.</p> <p>Further relevant qualifications.</p> <p>Evidence of attendance and learning from short training courses and opportunities.</p>	<p>Application References</p>
SKILLS AND KNOWLEDGE	<p>Strong understanding of the needs and challenges of more able learners.</p> <p>Knowledge of careers guidance, higher education pathways, and employability skills.</p> <p>Excellent communication, presentation, and interpersonal skills.</p> <p>Ability to design and implement effective programmes to support student development.</p> <p>Proficiency in tracking progress using data and IT systems.</p>	<p>Experience of delivering sessions to groups of young people</p>	<p>Application References</p> <p>Interview</p> <p>Interview Tasks</p>
PERSONAL QUALITIES	<p>Enthusiastic, proactive, and student-focused.</p> <p>Organised and able to manage multiple tasks effectively.</p>		<p>Application References</p> <p>Teaching Exercise</p> <p>Interview</p>

POST AND APPLICATION INFORMATION

	<p>Committed to promoting inclusivity and equity in education.</p> <p>Highly developed interpersonal skills to work school staff and external providers.</p> <p>Passionate about education and committed to improving student outcomes.</p> <p>Collaborative, approachable, and supportive, with the ability to inspire and motivate others.</p> <p>Empathy with and genuine liking of young people.</p>		
CONTINUING PROFESSIONAL DEVELOPMENT	<p>Commitment to keep up to date on relevant research.</p> <p>Ability to recognise own strengths and areas for development and resulting training needs</p>		Application Interview