

CANDIDATE INFORMATION PACK



Heckmondwike
Grammar School

JOB TITLE **Careers & Work Related Learning Advisor**

Are you an enthusiastic and suitably qualified **Careers & Work Related Learning Advisor**?

To provide impartial careers education, information and guidance (CEIAG) to our students, in accordance with statutory requirements and guidelines.

We are advertising this role as full time, 37 hours per week, however in order to attract the strongest candidates we also welcome applications from candidates who wish to consider working part time.

Please indicate on your application form if you are interested in a Full Time or Part Time position.

SALARY

SCP 25-29
£28,785 to £32,029
pro rata

TERM/ HOURS

Term Time (including 5 training days), and 10 additional days made up of support around the exams results period and occasional evenings as required.

Hours to be agreed with post holder.

CLOSING DATE

8am Monday 18 November 2019

Interviews are expected to be held during w/c 25 November 2019



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THE SCHOOL IS COMMITTED TO SAFEGUARDING AND PROMOTING THE WELFARE OF CHILDREN AND YOUNG PEOPLE AND EXPECTS ALL STAFF TO SHARE THIS COMMITMENT. OFFERS OF EMPLOYMENT ARE SUBJECT TO TWO SATISFACTORY REFERENCES, A SIX MONTH TRIAL PERIOD AND AN ENHANCED DBS DISCLOSURE. WE ARE AN EQUAL OPPORTUNITIES EMPLOYER.



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Careers & Work Related Learning Advisor

Department Information

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At Heckmondwike Grammar School Academy Trust we have a dedicated Careers Resource Centre where students have access to ICT facilities, the latest careers software and an extensive range of literature. The centre is open throughout the school day.

Professionally qualified and experienced careers staff are employed by the school to offer careers advice and guidance.

Students can request individual careers appointments, outside of school hours. Careers Advisers are also available for consultation at parents' evenings for pupils in years 8 to 13.

We have constructed a very useful careers website, which provides relevant information and links to assist students and their families in making well informed decisions about their future Higher Education and Career choices. The website also sign posts students to The National Careers Service help-line and website, as well as other independent and impartial sources of careers guidance.

Careers Education is an integral part of the school PSHE programme and is delivered to all year groups during skills lessons. To complement the careers programme we also have a well-established programme of guest speakers from Higher Education and Industry.

The Careers Department holds The Quality in Careers Standard and is working towards meeting all Gatsby benchmarks in full by 2020.

Responsibilities:

- Provide impartial and informed careers guidance which raises aspirations and increases motivation in one to one interviews or in small groups
- Contribute to the planning, development and delivery of classroom resources for CEIAG in all key stages
- Work closely with KS4 tutors, Student Support Managers and Assistant Head Teacher (KS4), to prepare students for making appropriate applications for post-16 courses
- Work closely with Year 8 tutors, Student Support Managers and Assistant Head Teacher (KS3), to help and support students for making appropriate GCSE option choices
- Work closely with the Sixth Form team to prepare students for making appropriate and competitive Higher Education, apprenticeship and employment applications
- Deliver presentations on a wide range of CEIAG related topics
- Develop career library resources, including careers software, careers website and writing of information leaflets
- Liaise closely with alumni, employers, universities and other external agencies to help ensure students have outstanding access to employers, universities and apprenticeship providers, both in school and off site
- Support students in their applications for the next steps, including university and employment applications

Specific responsibilities are set out in a detailed job description.

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In return we can offer:

- Interesting work as a key member of a supportive team
- A learning-centred school where the best possible practice is the priority
- The opportunity to develop personally and professionally
- A vibrant, supportive community of like-minded individuals

What Will You Bring To The Role?

- Initiative and ability to prioritise, organise and manage own workload
- Ability to work effectively to timescales and deadlines
- Ability to communicate effectively with staff and students at all levels
- Ability to contribute to the wider school life
- Energy and enthusiasm
- Suitability to work with young people

Why Should You Apply?

Heckmondwike Grammar School is a unique school, with students who are eager to learn, keen to know more and want to enjoy their educational experiences. It is exceptional in many ways: a very diverse school community that produces results of the highest quality. We work effectively with our young people, really care about them and their futures and have an ultimate success measure of enabling them to proceed to where they want to go. Excellent relationships between staff and students are the norm, expectations are high and students perform very well as a consequence.

In return, we offer membership of the local government pension scheme and other well-being benefits.

How Should You Apply?

Completed applications should be sent by email to: recruitment@heckgrammar.co.uk.

Further information about the school is available on the school website www.heckgrammar.co.uk

To arrange a visit before applying, please contact Louise Daddy, HR Director on 01924 402202 or ldaddy@heckgrammar.co.uk.



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