

Dear Applicant

Thank you for your interest in the position of Careers Information & Guidance Adviser at **Dean Trust Wigan**.

Salary – Grade 7 Point 20-25, £25,991-£29,577 per annum pro rata. Actual salary £11,194-£12,738 per annum.

- 18.5 hours per week, Term time only plus 2 weeks, inclusive of 5 INSET days
- Local Government Pension Scheme – Greater Manchester Pension Fund

Please find below a job description and person specification.

If you would like to learn more about The Dean Trust, please visit thethedeantrust.co.uk.

Method of Application

The preferred method of application is electronically via email to DTRBrecruitment@deantrustrosebridge.co.uk. All applications must be made using the Dean Trust's application form. Applications will be shortlisted for interview and the HR Department will contact those applicants who are selected.

Closing Date

Applications received after the closing time of **9am on 20th September 2021** will not be considered.

The Dean Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

If you have any questions please contact us on 01942 510 712 or email DTRBrecruitment@deantrustrosebridge.co.uk. Thank you again for your interest in working for The Dean Trust. We look forward to hearing from you.

Human Resources Department

Believe Achieve Succeed

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Job Description

The information contained below is to help staff understand and appreciate the work content of their post and the role they are to play in the operation. However, it should be noted that whilst every effort has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings may therefore have been used, in which case all the usual associated duties are included in this job description.

Job title	Careers Information & Guidance Adviser
Reporting to	Assistant Headteacher
Main purpose of job	To co-ordinate and develop a range of programmes and structures to lead the Careers Education Information Advice and Guidance service provided to all pupils at Dean Trust Wigan and Dean Trust Rose Bridge (Years 7-11). Providing and tracking the impact of an inspiring and best practice careers advisory service throughout the School allowing all learners access to impartial and up to date information which supports them to make successful future careers choices.
Key responsibilities:	
Learning Support <ul style="list-style-type: none">• Act as central point of information and guidance for all pupils and staff the schools in the Dean Trust secondary schools in Wigan in relation to Careers Information Advice and Guidance• Co-ordinate and conduct individual and group careers interviews with pupils across the school. Identification of targeted provision and delivery of the School's Careers Delivery Plan through liaison with the Assistant Headteacher in each school.• Support pupils through the securing of placements and application procedures for post-16 and work-related learning experience.• Provide guidance to pupils on completing application forms, interview techniques and presentation skills• Organisation of careers questionnaires and psychometric testing, and provision of feedback• Monitor, record and communicate leaver destination information to relevant members of the school community and Local Authority• Liaise with external careers services• Develop employer engagement opportunities through visits/talks and improve links with local employers	
Management <ul style="list-style-type: none">• Be responsible for the distribution of up to date and impartial information in relation to Careers & Higher Education information services to pupils and parents• To be responsible for the distribution and promotion of appropriate information to curriculum areas, tutors and other agencies• Maintain consistent and appropriate recording systems in line with the School's quality standards. Ensuring statistics and relevant data is available to enable effective monitoring of service development/performance• To coordinate and implement a range of Careers and Higher Education presentations for pupils and parents, Governors and staff.• Update and coordinate the School website careers information and produce regular promotional materials• Ensure the CEIAG programme meets all Gatsby Benchmarks and contribute to the creation, delivery and evaluation of each school's action plan.	
Policy, Planning and Service Development <ul style="list-style-type: none">• Contribute to the work of the school by participating positively in staff meetings and/or working groups	

Training & Personal Development

- Ensure personal knowledge of Careers and Higher Education advice and information is constantly updated

Services

- Assist in the preparation of information and promotional materials where appropriate
- Ensure that enquiries are responded to in an accurate and timely fashion in line with the School's quality standards
- Ensure a professional, courteous and welcoming Careers & Higher Education service is provided at all times
- Ensure all work is carried out in line with School Equal Opportunities Policy
- Observe principles of confidentiality at all times

Contacts and Relationships

- Active member of the Pupil Services team supporting staff at all levels
- Enhance relationships with all partners; members of the public, pupils, parents and local partners
- Work without direct supervision but expected to discuss a working action plan and areas of difficulty with colleagues and/or local liaison/Executive Headteacher as appropriate

Working Arrangements

- The post holder will be required to work some evenings, in particular, to provide a service for Open Evenings, Parents Evenings and other promotional events.
- It is anticipated that the postholder will flexibly cover the needs of both schools while ensuring the both receive the same level of service. In principal this would mean 2.5 days per week in each school.

All employees have the responsibility to:

- Ensure any documentation produced is to a high standard and is in line with the brand style
- Be aware and comply with all policies and procedures relating to safeguarding, child protection, health, safety and security, confidentiality and data protection, reporting all concerns to the appropriate person
- Participate in training and other learning activities as required
- Participate in the school/academy Performance Management process
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate
- To promote the area of responsibility within the school/academy and beyond
- To represent the school/academy at events as appropriate
- To support and promote the school/academy ethos
- To undertake any other duties and responsibilities as required that are covered by the general scope of the post
- To undertake any other reasonable duties at the request of the Chief Executive Officer and Headteacher

All post holders must comply with The Dean Trust professional standards for leaders and managers. The job description will be reviewed as necessary as part of the Performance Management process and is subject to modification and amendment at any time after consultation with the post holder



Person Specification

Qualifications and training	<p>Essential</p> <ul style="list-style-type: none">• Educated to a minimum A level and including GCSE mathematics and English A*-C or equivalent• A higher education qualification in careers guidance (QCG or equivalent) <p>Desirable</p> <ul style="list-style-type: none">• IT/Administrative qualification• Membership of the Institute of Careers Guidance
Experience	<p>Essential</p> <ul style="list-style-type: none">• Experience of working within a school or further education setting• Experience of tracking and managing data• Experience of developing strategy and managing a budget
Knowledge	<p>Essential</p> <ul style="list-style-type: none">• Knowledge of up to date Careers & Information Guidance processes and requirements for all pupils• Knowledge of all post-16 pathways for young people• Knowledge of the college and sixth form application process• Knowledge and understanding of the needs of a wide range of individuals and the importance of equal opportunities• Knowledge of apprenticeship pathways <p>Desirable</p> <ul style="list-style-type: none">• Understanding and experience of KS3 and KS4 education
Skills and Abilities	<p>Essential</p> <ul style="list-style-type: none">• Willingness and ability to work co-operatively as part of a team• Willingness and ability to use own initiative and work without constant supervision• Flexibility and ability to cope with a wide range of tasks in a busy and changing environment• Enthusiastic, innovative and highly motivated• Genuine commitment to delivering positive outcomes for pupils• Dedicated to achieving excellence, conscientious and hard working• Ability to engage with and relate to young people• Highly proficient in the use of IT systems with an excellent knowledge of spread sheets, database management and internet searches• Good written and spoken communication skills and the ability to verbally present information to staff, pupils and parents• Excellent organisational and administrative skills• Ability to prioritise workloads• Ability to handle confidential issues and materials sensitively and appropriately• Ability to work to deadlines accurately <p>Desirable</p> <ul style="list-style-type: none">• Problem solving skills• Proof reading skills