



Application Pack & Job Description Careers Advisor



Brookvale Groby Learning Campus



Welcome from the Headteacher

Dear Prospective Applicant

Thank you for expressing an interest in the role of Careers Advisor at Brookvale Groby Learning Campus. This is an exciting time to join our campus and we look forward to working with a new member of staff who will share our ambitious vision, "Valuing Everyone, Achieving Excellence".

The campus has been through a period of significant change having converted to a multi academy trust in 2017 and a merger to a single academy trust from September 2019. Our founding schools were Brookvale High School, an 'outstanding' 11-14 high school, and Groby Community College, a 14-19 upper school graded as 'good with outstanding features'. Now, as a united campus, we meet the educational needs of over 1500 students with over 300 of those enrolled in our Post 16 provisions.

We have a strong ethos of valuing everyone and achieving excellence for all. We set very high standards for our students and ourselves, we work hard, we look after each other, and we are committed to professional learning for all staff. As a consequence, the motto we use on a daily basis with our young people is to work hard, be kind which we feel symbolises the culture we aim to create on campus.

We have a spacious semi-rural campus location and most of our students live in the surrounding villages with some travelling from Leicester and its western suburbs.

We hope the documents provided help you to gain a feel for the school, but if you'd like to find out more, then please contact Elaine Freeman - efreeman@brookvalegroby.com - or telephone 0116 2879921, in the first instance.

All of the documents to support this application process are available on our website, www.brookvalegroby.com.

We would like to thank you again for your interest in the post and we look forward to receiving your application. Please do note however that, to adhere to our Child Protection and Safeguarding procedures, CVs are not accepted as a form of application and are not put forward to the shortlisting panel. If you have not heard from us within 2 weeks of the closing date, then please take it that on this occasion your application has not been successful. If this is the case, then we thank you for your interest, and for the time spent applying.

Yours sincerely

Will Teece
Headteacher



Visions, Values and Ethos

The shared vision and values of the Trust underpins all that we do, including the governance arrangements for the Trust.

Our Vision

Valuing Everyone, Achieving Excellence

Our Motto

Work Hard, Be Kind

Our Core Values

Community, Aspiration, Resilience, Excellence





Testimonials

Emails from parents during COVID pandemic:

'I just wanted to acknowledge and thank you for all the ongoing engagement with students and communication with us as parents during this very difficult time. I can only imagine how much additional work this has generated for all the staff at BGLC, and it is greatly appreciated - we have felt very well informed throughout. As parents who both work full time we are not able to very closely supervise our sons during their home schooling, but we have seen how much engagement there has already been from their teachers, and I think/hope this will keep them on the right track! Many thanks again to all of the staff at BGLC.'

'I just wanted to send a quick "well done" and "thank you" to all your staff. I have 2 children at BGLC and I am very impressed with the lockdown learning that they have received this week. Thank you to your teaching staff for keeping them engaged in learning. In these challenging times, keep up the good work all.'

Extract taken from email correspondence, following a tour of the school by a prospective parent:

'I would just like to say thank you for the time spent with me today on my tour of the campus, and state how impressed I was with the school. There seems to be a very calm, relaxed and organised approach to how the school operates, and I believe that obviously shows in the way your students behave.'

Written comments from parent following Open Evening:

'I just wanted to write to say what a credit the students were to your campus last night. They were very helpful, polite and informative. I was in awe of the two students who spoke so confidently in front of a hall full of parents – what a talent to have at such a young age. The staff were all lovely too! We definitely left with a very positive view of the campus.'

Written comments from parents following Year 11 Progress Evening:

'All the teachers I have met tonight know my son very well. I think all of them are interested and care about his progress.'

'All 3 of our children have thrived through the support that the school has given them, so happy with their education.'

'The school is excellent, helping my child progress and I would recommend it.'

Year 10 student:

'In my opinion, the teachers that teach me are very patient in the sense that if I don't understand something, they will try their best to ensure that I grasp that piece of knowledge whether it be by a diagram or an acronym etc. Another great thing about the school is that we have so many facilities so that we can excel in whatever we may want to do.'

Year 7 student:

'At our school we have amazing facilities and most importantly, very supportive staff!'

'Students feel safe at BGLC.'

'We are rewarded for hard work.'

'We are listened to and supported by the teachers and staff.'

Extract of letter from staff member:

'I have had the most positive experience and have enjoyed every day of it. I have worked in schools for the last 10 years and have never worked anywhere like this. From day 1, I have felt part of something amazing and special....the school has such a positive atmosphere and nothing has been too much trouble for anyone.

I am sad to leave, but now have a great basis for my career ...although I think it will be hard to find a school as good! I wish you continued success and maybe one day we'll meet again!'



Why work at BGLC?

✓	✗
<ul style="list-style-type: none">● Free on-site car parking● 'Open Door' policy and commitment to all staff wellbeing● School Canteen in both buildings● Fully resourced curriculum for KS3-5● Clear CPD pathways to support every career aspiration● Centralised behaviour system● Friendly supportive community● Professional learning community● Opportunities to participate in school trips/events if desired● Strong SLT presence● Social gatherings at various points throughout the academic year for those who wish to take part● Amazing campus!	<ul style="list-style-type: none">● No disruption to lessons permitted● No fads - We have a plan and we stick to it● No excessive after school meetings● No culture of hierarchy – teachers and support staff all belong to the same community, striving for the same goals to help our young people progress and achieve.





General Information

The role of the Careers Advisor is pivotal in helping students to make informed choices about their future pathways.

You will be part of a campus family where support staff are valued. Teachers and support personnel are all part of the same team, working together for the sake of the students and their learning.

The campus places high emphasise on whole staff wellbeing, and operates an 'open door' policy for suggestions and ideas on how we can make things even better!

We look forward to receiving your application.



Advert

Careers Advisor

Grade 8 - £11,687 per annum

21 hours per week

Working pattern can be negotiated with the successful applicant

Additional pay for 10 hours to cover teacher training days and exam results periods.

We are looking for a highly competent, adaptable and committed Careers Advisor to join our support staff team.

The role will provide impartial careers guidance to help students make informed choices about which courses and future pathways suit their academic needs and aspirations. It will also provide support to the careers curriculum so that students are prepared for the next stage of their education, employment, self-employment or training.

The successful candidate will ideally have a knowledge or understanding of Work Related Learning careers, and previous experience of providing information, advice and guidance would be an advantage. Meticulous IT and organisational skills, excellent interpersonal skills as well as being resilient and able to work to tight deadlines will be essential.

Visits to the campus are welcome.

To make an appointment, or for informal enquiries, please contact Elaine Freeman – efreeman@brookvalegroby.com – in the first instance
Or telephone 0116 2879921

Closing date – 9am, Friday 27th January 2023
Interviews will be held within 2 weeks of the closing date.

The Brookvale Groby Learning Campus is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. Applicants must be willing to undergo appropriate child protection screening, including checks with past employers and the Disclosure and Barring Service.



How to apply

Please email your complete application form to:

Elaine Freeman
efreeman@brookvalegroby.com

Or alternatively, post your application form to:

Brookvale Groby Learning Campus
Ratby Road
Groby
Leicester
LE6 0FP
For the attention of Elaine Freeman

to arrive before the closing date.

Queries:

If you have any queries on any aspect of the application, or need additional information, please contact Elaine Freeman on the above email address.



Thank you.



JOB DESCRIPTION

Job Title:	Careers Advisor
Grade:	8
Responsible To:	Head of Lifeskills
Relationship with:	Deputy Headteacher – Curriculum Assistant Headteachers - Personalised Learning/Pupil Premium, Post 16 SENDCO Head of Post 16
Job Purpose:	<ul style="list-style-type: none"> To provide impartial careers guidance, which helps students to make informed choices about which courses and future pathways suit their academic needs and aspirations. To support the careers curriculum so that students are prepared for the next stage of their education, employment, self-employment or training. To ensure that students' destinations are appropriate to support their career plans.
Hours of work:	21 hours per week, with additional pay for 10 hours to cover teacher training days and exam results periods.
MAIN DUTIES AND RESPONSIBILITIES:	
1.	To provide careers advice and guidance to all students in Years 7 to 13, ensuring that all students have at least one meeting by age 16 and another by 18 keeping systematic and accessible records..
2.	To target all vulnerable students to ensure that they receive additional CEIAG appropriate to needs and aspirations.
3.	To oversee the administration and monitoring of UCAS Progress as the tool for ensuring destinations at 16+ and to help minimise potential NEET students.
4.	To liaise with the Post 16 team to ensure that all students not accessing Higher Education at 18+ receive additional CEIAG.
5.	To work closely with the Head of Lifeskills to ensure that all students receive employer engagement opportunities between Year 8 and 13.
6.	Manage employer engagement events such as the Year 11 mock interviews, Year 8 'Meet the Employers' and the Careers Fair.
7.	To set up and oversee any workplace visits, work shadowing and experience placements for students in Years 8-13.
8.	Monitor, alongside the Head of Lifeskills, that the campus meets the Gatsby Benchmarks and develop provision in order to address gaps.
9.	Work alongside the Head of Lifeskills to develop high quality information to parents about future study options and labour market opportunities (leaflets / newsletter / website / noticeboards).
10.	Link with the STEM coordinator to ensure that students have opportunities to learn how these subjects help people gain entry to a wide range of careers.
11.	Lead and organise assemblies for all year groups.
12.	Work with the Assistant Headteachers and HPA Co-ordinator to ensure that all targeted students gain access to University visits.

SPECIAL FACTORS:

Subject to the duration of the need, the special conditions given below apply:

- The nature of the post may involve the carrying out of outside of normal working hours.
- The postholder may be required to attend, from time to time, training courses, conferences, seminars or other meetings as required by his/her own training needs and the needs of the campus.
- Expenses will be paid in accordance with the Local Conditions of Service.



- This post is subject to a check being carried out at an Enhanced level by the Disclosure and Barring Service regarding any previous criminal record.

WHOLE CAMPUS RESPONSIBILITIES:

- Support current policies and recognised good practice within the campus.
- Be aware of the importance of confidentiality and data protection.
- Participate in annual Performance Management review with Line Manager, based on agreed objectives, ideally one of which should be linked to the campus improvement plan where possible.
- To work as part of a team, to act as a contact in providing basic emergency first aid, if training is provided.
- Willingness to be flexible in both approach & use of time.
- All tasks should be undertaken with due regard to Health & Safety Regulations.
- To undertake such other duties which are within the scope of the job purpose, title of the job and its grade.

This post is subject to enhanced disclosure from the Disclosure and Barring Service. All Brookvale Groby Learning Campus employees are expected to promote and safeguard the welfare of students at this school.

The Trust Board seeks to promote the employment of people with disabilities and will make any adjustments considered reasonable to the above duties under the terms of the Equality Act 2010 to accommodate a suitable candidate with a disability.

This Job Description sets out the responsibilities of the post at the time it was drawn up. Such responsibilities may vary from time to time without changing the general character and requirements of the post or the level of responsibility entailed. Variations are a common occurrence and do not necessarily constitute additional responsibilities or warrant a higher grade.



PERSON SPECIFICATION

Job Title: Careers Advisor

Grade: 8

	Essential	Desirable	How assessed
<p><u>Qualifications:</u></p> <ul style="list-style-type: none"> • A relevant professional qualification drawn from careers, coaching or recruitment at Level 4, or willing to work towards this with the support of the school • GCSE English and Maths at Grade C or above 	<p>✓</p> <p>✓</p>		<p>Doc/Int</p> <p>Doc/Int</p>
<p><u>Skills and Knowledge:</u></p> <ul style="list-style-type: none"> • Working knowledge of common IT applications, especially Microsoft Word and Excel • Knowledge or understanding of Work Related Learning careers • Ability to provide information, advice and guidance • Knowledge of employability skills and Work Experience • Strong interpersonal skills with the ability to work and network effectively with others • Excellent communications skills, both written and oral (students, parents, staff, outside agencies) • Ability to manage relationships at all events • Excellent organisational skills/administrative skills 	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	<p></p> <p></p> <p>✓</p> <p>✓</p> <p></p> <p></p> <p></p> <p></p>	<p>App/Ref/Int</p> <p>App/Ref/Int</p> <p>App/Ref/Int</p> <p>App/Ref/Int</p> <p>App/Ref/Int</p> <p>App/Ref/Int</p> <p>App/Ref/Int</p> <p>App/Ref/Int</p>
<p><u>Experience</u></p> <ul style="list-style-type: none"> • Working with young people of secondary age • Working as part of a team 	<p>✓</p>	<p>✓</p>	<p>App/Int</p>
<p><u>Skills and Competencies</u></p> <ul style="list-style-type: none"> • Able to form good working relationships with colleagues, and to relate appropriately to students • Reliable and good time-keeper • Discreet and able to deal with confidential information • Hard working and well motivated, positive attitude • Willing and able to work independently and as part of a team • Able to show initiative and problem-solve • Caring but firm approach and empathy towards young people • Able to form effective working relationships with staff • Enthusiastic and committed to the aims/objectives of the school • Willing to participate in wider school activities 	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>		<p>App/Int</p>
<p><u>Other Requirements</u></p> <ul style="list-style-type: none"> • An understanding of, and commitment to Equal Opportunities, and the ability to apply this to all situations • A willingness to dress as a professional in line with the ethos of the school. 	<p>✓</p>		<p>App/Int</p>



	Essential	Desirable	How assessed
Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the provisions of the Equality Act 2010	✓		App/Int

Key:

- **App = Application Form**
- **Int = Interview**
- **Ref = References**

In addition to candidates' ability to perform the duties of the post, all Brookvale Groby Learning Campus employees are expected to promote and safeguard the welfare of students at the school, therefore the interview will also explore issues relating to safeguarding and promoting the welfare of children including:

- Motivation to work with children and young people
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people
- Emotional resilience in working with challenging behaviours
- Attitudes to use of authority and maintaining discipline

Please be aware that any relevant safeguarding issues that arise on receipt of references may be discussed at interview.