



**Lavington School**



**Recruitment Pack  
Careers Adviser  
September 2026**

# Lavington School

## Careers Adviser



<b>Start Date:</b>	September 2026
<b>Starting Salary:</b>	Grade H Point 15 (£31,537 per year full time, pro rata for part time)
<b>School context:</b>	Mixed 11-18, comprehensive, number on roll 909
<b>Contract type:</b>	Permanent
<b>Hours:</b>	Part time - 15 hours per week, 30 weeks per year reporting to the Careers Lead

### Conditions of Service: NJC

Starting in September 2026 we are looking to appoint a highly motivated professional to lead high quality and impartial careers personal guidance information, advice and guidance across the school, in line with the Gatsby Benchmarks, particularly Gatsby Benchmark 8. You will have experience of working with young people of secondary age, knowledge of a range of support available to help young people, experience of delivering outstanding careers advice and have a degree or recognised NVQ Level 6 qualification for Careers Advice & Guidance

A commitment to help all young people and staff to achieve their best and a shared belief in our inclusive ethos is expected of all staff.

**‘We believe that every child should be happy, healthy, safe and achieve more than they thought possible; at school and beyond**

### Job Description

#### **Main Job Purpose:**

- To lead and manage the provision of independent advice and guidance on continuing education, training or entering employment for students across all ages. Within a general framework of recognised procedures, the jobholder is required to provide an appropriate careers programme for students, which caters for a wide range of interests and career ambitions; and to generate ideas about reviewing and refining the school approach to careers education.

#### **Key Tasks**

##### **Careers Advice and Guidance**

- Development of programmes for group and individual advice and guidance including 1:1 career guidance and interviews for students.
- To ensure the needs of students classified within vulnerable groups (PP, SEN, EAL G&T) are met within CEIAG provision.
- To communicate with parents/carers regarding CEIAG queries.
- To review provision of careers personal guidance and advisory work and evaluate each year.
- To liaise with relevant external agencies including employers, further and higher education providers, careers advice agencies and training providers and co-ordinate external information and service providers.
- To maintain and develop a comprehensive, up-to-date and accessible provision of careers information on the school website about personal guidance for students and parents.

- To monitor student destinations on leaving Lavington School.
- To enhance university links and visits.
- To maintain up-to date knowledge of key legislation and impact of changes such as raising age of participation.

### Events and Networking

- To help run in-year CEG events including a bi-annual careers fair within the school calendar with the Careers Lead.
- To plan, support and attend careers specific parents’ evenings and events if requested.
- To attend CEIAG after-school network meetings and to identify after-school events which require the Careers Adviser to attend.

### Other Duties

- To maintain high standards of behaviour, promoting a sense of community.
- To maintain confidentiality and integrity at all times.
- To demonstrate an understanding of and take responsibility for promoting high standards of literacy, articulacy and the correct use of standard English.
- To be responsible for promoting and safeguarding the welfare of students at the school.

Hold enhanced DBS clearance with Children’s Barred List checks

	Essential	Desireable
Qualifications	<ul style="list-style-type: none"> <li>• Degree or recognised Level 6 Qualification</li> <li>• Diploma in Careers Guidance or QCF Level 6</li> <li>• Diploma in Careeers Guidance and Development</li> </ul>	
Experience	<ul style="list-style-type: none"> <li>• Experience of successful delivery of careers advice / IAG</li> <li>• Continuing professional development through INSET or other</li> <li>• Experience of working with young people of secondary school age</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working with employers and FE providers</li> <li>• Experience of UCAS process or working with HE</li> </ul>
Skills	<ul style="list-style-type: none"> <li>• Ability to develop creative solutions in careers information, advice and guidance</li> <li>• Awareness of local and national organisations to support with</li> </ul>	

	<p>delivering a successful careers programme</p> <ul style="list-style-type: none"> <li>• Knowledge of a range of support available to help young people</li> <li>• Excellent organisational skills</li> <li>• Excellent time-keeping skills</li> <li>• Competent IT skills</li> <li>• Ability to work under pressure and prioritise effectively</li> <li>• Knowledge of the legislation and guidance on careers, including the Gatsby Benchmarks</li> <li>• Knowledge of the Post 16 White Paper</li> </ul>	
<p><b>Personal Qualities</b></p>	<ul style="list-style-type: none"> <li>• Ability to build and maintain good working relationships with students and staff</li> <li>• Ability to form and maintain appropriate relationships and personal boundaries with young people and adults</li> <li>• A patient, non-confrontational and positive role model</li> <li>• Honest and reliable, proactive and self-motivated</li> <li>• Confident with a positive attitude, flexible and resilient</li> <li>• Friendly and approachable manner</li> <li>• Flexible and committed team player</li> <li>• Keen to learn and extend skill set</li> </ul>	
<p><b>Requirements</b></p>	<ul style="list-style-type: none"> <li>• Enthusiasm for and commitment to the achievement of the school's overall vision for success at all levels</li> <li>• An unconditional, positive regard for young people and a passion for helping students overcome barriers to learning</li> <li>• Commitment to safeguarding and promoting the welfare of children</li> <li>• A desire to make a difference</li> </ul>	<ul style="list-style-type: none"> <li>• An interest in how learning occurs</li> <li>• Innovative</li> </ul>

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|  | <ul style="list-style-type: none"><li>• Work within school procedures and policy guidelines</li><li>• Follow confidentiality protocol</li><li>• Enhanced DBS clearance with Children's Barred List checks</li></ul> |  |
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## **About Us**

Lavington is a high achieving school that is imaginative and creative in its approach to teaching and learning and is keen to look for continued and sustained improvement. We are fully committed to providing high quality education for children whatever their age. We benefit from a wonderful rural setting, surrounded by beautiful and historic countryside. The majority of our students live in nearby villages, and thrive in our supportive, positive, nurturing environment, achieving academic excellence for all.

The school enjoys a very good reputation within the community and throughout the county and continues to demonstrate the highest standards of achievement. Much of this success is due to the active partnership of home, school and community, which allows a happy working atmosphere to prevail, where hard work and good behaviour is the expectation. Our students are happy and well-motivated and respectful. They are nurtured through superb individual care, a culture of high aspirations, an extensive leadership and enrichment programme and recognition of their unique talents.

## **Applying**

If you would like to apply, please go to the Vacancies page on our website and click on Apply Now in the Teaching Assistant section:

[https://www.lavington.wilts.sch.uk/About\\_Us/Vacancies/](https://www.lavington.wilts.sch.uk/About_Us/Vacancies/)

Interviews will be arranged with applicants as soon as possible after the closing date

If you would like to arrange a visit to the school or have any further questions, please email [hr@lavington.wilts.sch.uk](mailto:hr@lavington.wilts.sch.uk)

Further information about the school can be found on the website [www.lavington.wilts.sch.uk](http://www.lavington.wilts.sch.uk)

This role is advertised on the school's website, eteach and DfE Teaching Vacancies.



@lavingtonschoolwiltshire



[www.lavington.wilts.sch.uk](http://www.lavington.wilts.sch.uk)



@LavingtonSchool



@lavingtoncreates



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[hr@lavington.wilts.sch.uk](mailto:hr@lavington.wilts.sch.uk)



Lavington School, The Spring, Market  
Lavington, Devizes, Wilts. SN10 4EB

**This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be subject to an enhanced DBS check.**

*Please note that if you have not heard from the Academy within 2 weeks after the closing date, please assume you have been unsuccessful. We may interview candidates ahead of the closing date so early application is advised. The school reserves the right to interview and appoint prior to the advertised closing date.*