



Thomas Keble School
Eastcombe, Stroud
Gloucestershire, GL6 7DY
Tel No: 01452 770301

11 – 16 Comprehensive, 710 on roll
Headteacher: Mr Steve Shaw

Careers Adviser

Required: ASAP

Grade G (pts 8 -20) £26,824 – £32,597 FTE; actual salary £4547 - £5525 pa pro rata salary:
7.5 hours per week, term-time only

Thomas Keble is a very successful 11 – 16 comprehensive school, located in an area of outstanding natural beauty in the Cotswolds. As a school community, we work hard and go the extra mile for our student body who in return, are warm, welcoming and well-motivated. We are proud of our consistent approach that delivers very positive behaviour and strong discipline, allowing to enjoy our work within a first-class atmosphere of mutual respect.

We are seeking a passionate and qualified dedicated Careers Adviser, looking to make a meaningful impact on the lives of young people, to join our supportive team and provide all students with valuable experiences of the workplace and encounters with diverse employers throughout their educational journey from Years 7 to 11.

Key Responsibilities:

- Provide one-to-one and small group individual advice and guidance (IAG) interviews for students in Years 7-11 to support their progression towards post-16 education, apprenticeships, or employment.
- Identify and assist students at risk of becoming NEET (Not in Education, Employment, or Training) through targeted support and collaboration with external agencies.

Ideal Candidate:

- Qualified Careers Advisor with a Level 6 Diploma in Career Guidance and Development or pursuing this qualification.
- Show demonstrable experience in providing impartial careers advice to young people, preferably in an educational setting.
- Familiarity with UK post-16 pathways, including A-levels, T-levels, vocational qualifications, and apprenticeships.
- Strong understanding of the Gatsby Benchmarks and relevant statutory guidance for careers education.
- Excellent communication and organisational skills with a proactive approach to supporting students.
- Empathetic and approachable, able to build trust and rapport with students, parents, and staff alike.

Benefits on Offer:

- A rewarding and impactful role within a supportive and collaborative team.
- Opportunities for continuous professional development and career advancement.
- Access to a wealth of resources and support for effective career guidance.

At Thomas Keble, we are committed to fostering an inclusive environment that celebrates diversity and encourages all individuals to thrive.

If you are eager to inspire and empower students in shaping their future, we would love to hear from you. You will join a friendly team of staff, who are dedicated to ensuring that all learners reach their full potential. In our recent Ofsted, July 2023, the Inspection Team said:

"Thomas Keble continues to be a Good School."

"Leaders have created a nurturing environment which supports pupils to learn and achieve well."

"Pupils' behaviour is calm and friendly and disruption to learning is rare."

"Pupils with special educational needs and/or disabilities (SEND) are well supported"

"Pupils feel happy and safe at school."

The closing date for applications is Wednesday 27th February at midday, with interviews scheduled for the following week. However, we would recommend an early application as we will be interviewing on a rolling basis as suitable candidates apply.

For further details, please contact the Headteacher's PA, Ms Amanda Oxberry, on 01452 770301 or email recruitment@thomaskeble.gloucs.sch.uk

This post includes membership of the Local Government Pension Scheme: 27% Employers Pension contribution at current rates.

Thomas Keble School is committed to safeguarding the welfare of children. Disclosure of any criminal convictions and an enhanced DBS check will be required for this post. It is an offence to apply for the role if you are barred from engaging in regulated activity relevant to children. The post may not be exempt from the Rehabilitation of Offenders Act 1974 as certain spent convictions and cautions are 'protected' and are not subject to disclosure. It is important that an applicant provides the School with upfront disclosure of all unspent convictions, cautions, reprimands or warnings. A failure to declare the above (that are not subject to the Disclosure and Barring Service filtering) may disqualify an applicant for appointment and may result in summary dismissal if the discrepancy comes to light subsequently.

As part of our due diligence for safer recruitment, we may carry out online searches for shortlisted candidates to help identify any incidents or issues which may need to be explored at interview. The searches would be made on open-source information and may include, but will not be limited to, the main social networking sites, including Instagram and Facebook. Our Safeguarding policy can be viewed by following this link: [Child Protection & Safeguarding Policy](#)

Thomas Keble School is an Equal Opportunities Employer