



**ALDRIDGE
SCHOOL**

Achieving Excellence Together



Application Pack

Careers Advisor (Part-time)

Aldridge School
Tynings Lane, Aldridge,
Walsall, West Midlands
WS9 0BG

01922 743988



THE MERCIAN TRUST

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About Aldridge School



Thank you for taking the time to find out more about Aldridge School. This pack is intended to give you information about this role and our school's broader vision and ethos. Further background information is available in our Prospectus and Sixth Form Prospectus on our website.

We are a comprehensive school of over 1500 students situated near the centre of Aldridge village. We believe that it is our responsibility to work to meet the needs of every individual student, challenging them to achieve their best, supporting them to become responsible young adults and preparing them for their next steps into the world of work or further education.

Aldridge School is a good school (Ofsted 2022). It is a school which is proud of its traditions and successes which have been achieved through hard work and high expectations. In particular, we encourage our students to be **Respectful**, **Responsible**, **Resilient** and **Ready** to learn in order that they will be happy and successful at school and in the wider world beyond.

Aldridge School has a dedicated, talented and conscientious team of staff who work together to provide a high standard of teaching, excellent pastoral care and professional support services. Our broad curriculum is designed to meet national expectations, be relevant and interesting, support our students in achieving the best possible standards in external examinations and to equip them with the skills they need to be successful in adult life.

At Aldridge School we have a popular and thriving Sixth Form. We are very proud of our students' success with over 80% securing places at some of the top Universities and on Higher Apprenticeships last year. We offer a very broad range of both academic and vocational courses at level 3, ensuring that Aldridge School Sixth Form is an option for a wide range of students.

We also enjoy strong links with surrounding primary schools, working with students in Years 5 and 6 including work in Science, Maths, English, Performing Arts and Enterprise. We are proud of our community and we work hard to promote this pride in all our partnerships, so that we can make sure that future students from these schools enjoy an easy, enjoyable transition to Aldridge School.

Students at Aldridge School are friendly, polite and respectful. Strong relationships between staff and students contribute significantly to ensuring that students are happy and feel safe.

If you would like to find out more, please contact us to arrange a visit to see our school at work. We look forward to meeting you.

Benefits of Working at Aldridge School



- Teachers are all provided with a laptop to support their teaching
- 21/25 periods of teaching per week maximum, less as an ECT
- No pressure to "put on a show" in lessons. A culture of typicality is reinforced by no lesson grading (outstanding, good etc.)
- No need to write lesson plans of any kind
- Everyone has the highest expectations of behaviour, with all staff reinforcing those expectations
- A clear system of sanctions which is applied consistently so staff don't have battles with students
- Senior Leadership are very visible
- Excellent pastoral support offered through Year Offices
- CPD tailored specifically to staff needs, based off their feedback
- Time for staff to put new things into action
- Non-hierarchical approach to professional development - there are things a senior leader can learn from an ECT and vice versa
- Regular Staff, Faculty and Pastoral briefings to support good communication
- Comprehensive support for ECTs with dedicated mentors and regular meetings
- Professional Growth is tailored to faculty and individual needs. Data targets are not used punitively but aspirationally. We begin from the assumption that everyone will get the pay rise unless they haven't done all they can to improve student outcomes
- We are constantly streamlining all systems and processes so they take less time
- Open door Senior Leadership Team - no concern is ever too small
- Countless opportunities to get involved with the wider life of the school - Duke of Edinburgh, school performances, sports teams, music
- Contributions of staff recognised through 'Above and Beyond' draws each half term
- MAT 'Employer of Choice' opportunities such as Simply Health Healthcare plan, an electric car scheme and access to mylifestyle with a wide range of employee perks.



What we can offer you

Getting the basics right

- We are proud to be a Living Wage employer.
- When appropriate to the role, we are very happy to offer the right candidates with specific recruitment and retention incentives.
- We follow the teacher and NJC pay scales, including the awarding of nationally agreed pay increases.
- We have a range of pioneering HR policies that we are particularly proud of – from our flexible working policy to our menopause policy. We always take an informed approach to ensuring our policies are fit for purpose and represent the most equitable deal for all parties.
- We are a committed apprenticeship employer. Many of our current apprentices are former students from our schools, growing our own talent from within.
- We have developed a newly-designed annual professional growth review underpinned by our cultural blueprint.
- We are very proud of our time-back scheme to thank staff who provide students with valuable enrichment opportunities such as regular clubs and educational visits.

Additional benefits

All staff employed by The Mercian Trust are now able to access a fantastic range of additional employee benefits.

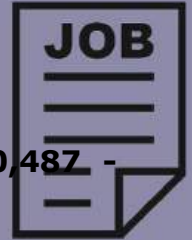
These include:

- Discounts on everyday purchases via EdenRed
- A comprehensive free of charge health plan via Simplyhealth
- A salary sacrifice electric car scheme via Tusker
- A cycle to work scheme via Halfords

A sector-leading CPD offer

- We offer a truly comprehensive training programme featuring exclusive Mercian Trust content from the world's leading education professionals.
- You can be assured of getting the very best mentoring and support for all external professional qualifications and programmes such as ECT and NPQs.
- We are proud of our package of goals-focussed training for non-student facing associate staff.
- Our Digital Champions support all staff to maximise the benefits of our multi-million pound digital infrastructure and to transform the way we teach, we learn, we lead and we operate.
- We hold an annual staff development conference for all staff that is packed with content, valuable resources, and networking opportunities.
- Staff can join our wide range of Professional Learning Communities, led by Trust Lead Professionals to develop collaborative practice across our schools and wider sector.
- All staff are invited to have articles published in our half-termly education journal, The Education Exchange, and to be supported to write and speak for external audiences via our excellent links with leading publications and training organisations.

Job Description



Post: Careers Advisor
Responsible to: Assistant Headteacher
Salary: Grade 6 SCP 15 – 23 PRO RATA (Actual salary £10,487 - £12,099)

Job Purpose

- To work as the Careers Advisor to provide careers education, information, advice and guidance to students across the school (KS3-KS5). To help organise and promote activities to support retention, provide motivation, aspiration and achievement across all year groups.

Specific Duties

- To assist the schools Careers Lead by ensuring the academy meets The Gatsby Benchmarks, The Baker Clause and Ofsted expectations within our CEIAG provision for careers advice and guidance.
- To carry out one-to-one, impartial careers guidance interviews which challenge and support students to make informed, realistic and adaptable career decisions, across key stages 3-5 and provide appropriate follow up support for those who require it. Interviews to be recorded by the Careers Advisor using Compass+.
- To support the KS5 team in ensuring the effective implementation of the KS5 UCAS and careers advice, providing one-to-one interviews for those who require them.
- To liaise with SEN and the Safeguarding Hub to ensure the careers needs of vulnerable students are being met.
- To work with Pupil Premium Lead to support in students CEIAG ensuring they have a destination post 16/19.
- To liaise with SENCO, the Pupil Premium Lead and Year Teams raising concerns regarding additional support, parental involvement or next steps.
- To use expert knowledge of careers information and labour market information to support students.
- To closely monitor national external developments in CEIAG provision ensuring students/parents/carers are aware of the most recent opportunities.
- To work with the Careers Lead to assist and implement CEIAG opportunities for students throughout the school. This may include delivering assemblies, utilising own contacts, adding information on Compass+, supporting the organisation of events and attending events.
- To monitor students' exposure to CEIAG across the school using Compass+ and Unifrog.
- To work closely with all stakeholders to develop careers education and opportunities for students.
- Responsibility for promoting and safeguarding the welfare of children and young persons s/he is responsible for, or comes into contact with.

This Job Description is current December 2024 and is representative of the duties/responsibilities expected of the post. These duties and responsibilities are neither static nor exhaustive and, at the discretion of the Headteacher, are liable to variation to reflect any future changes required of this post.

All posts are subject to an Enhanced Disclosure check with the Disclosure and Barring Service (DBS), for which proof of identity is required.

Person Specification



	Essential	Desirable	Assessed
Qualifications and Experience			
Level 6 or 7 Qualification in Careers Guidance	✓		A
Degree or equivalent		✓	A
GCSE English and Maths, Grade A*- C (or Equivalent)	✓		A
Working with young people aged 11-19 years old either in education, youth work, social work or the voluntary sector	✓		A/R
Experience of working co-operatively, creatively and flexibly	✓		A/I/R
Experience of organising events for young people		✓	A/I/R
Experience of working in an educational setting in an advisory capacity	✓		A/I/R
Experience of using Unifrog and Compass+		✓	A/I/R
Knowledge, Skills and Abilities			
To relate to young people with differing needs	✓		A/I
An understanding of the key issues relating to CEIAG, such as an awareness of current issues in HE and graduate	✓		A/I
Knowledge of the Code of Ethics from the Careers Development Institute (CDI)	✓		I
Understanding of the Gatsby Benchmarks	✓		A/I
Understanding of how CEIAG fits within the OFSTED framework	✓		I
High level of proficiency with Microsoft Office, including Word and Excel	✓		I
Excellent attention to detail	✓		I/R
Effective communication and interpersonal skills	✓		I/R
Excellent time management and organisational skills	✓		I/R
Be optimistic, enthusiastic and generous of spirit	✓		I/R
Ability to build effective working relationships with students, staff and other stakeholders	✓		I/R
To prioritise workloads and work under pressure	✓		I/R
To speak confidently to small and large groups of young people and give presentations.	✓		I/R
Personal Attributes			
Commitment to promoting the ethos and values of the school and the Mercian Trust	✓		I/R
Be committed to safeguarding, equality and promoting the welfare of children and young people	✓		I/R

A = Application, I = Interview, R = Reference

How to Apply



Salary

Grade 6 SCP 15 – 23 PRO RATA (Actual salary £10,487 - £12,099)

Closing Date

08th January 2025

Interviews w/c 13th January 2025

Start Date

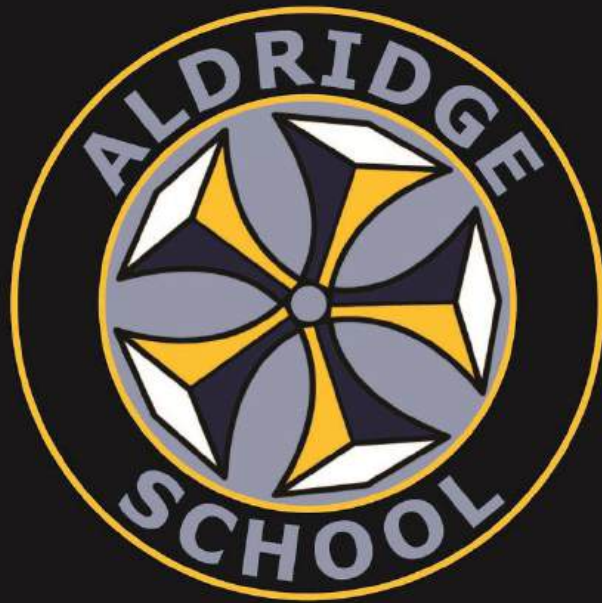
As soon as possible

Visits to School

For further information, please contact the school either by email info@ald.merciantrust.org.uk or by telephoning Mrs Knight on 01922 743988 ex 2224

Applying

Apply through Mercian Trust portal



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