

Information for Applicants



Careers Advisor and Coordinator

Great Western Academy has developed a comprehensive Careers programme over the last seven years and is now in a position to grow this important provision further. This will be a programme that is constantly evolving due to external changes in the labour market and in higher education or apprenticeship facilities. We are now seeking a dedicated Careers Advisor and Coordinator to assist in the coordination of this important programme, working alongside the Senior Leadership team, Head of PSHE and Head of Sixth Form.

Application process

Please complete the application form supplied and enclose a supporting letter, either in the space provided on the application form or as a separate document. The application form should be completed in full in black ink or type. A CV is not required and should not be submitted.

Your supporting letter should be no more than 2 sides of A4 (with a font size no smaller than 11) and should enhance your application by providing further information, matched to the person specification, about your suitability for the post. This should include evidence of the impact of any previous work you have undertaken with students with additional needs.

Electronic applications should be returned via email to recruitment@gwacademy.co.uk

References: References will be taken up prior to interview.

Closing Date: 9am Monday 14th April 2025

Interviews: Interviews will take place soon after; **however, we may close the advert and interview early depending on the strength and number of applications received.**

Start Date 1st September 2025

Great Western Academy is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and we expect all staff to share this commitment and undergo appropriate checks. All posts within the Trust are therefore subject to an Enhanced DBS and barred list check.