



# Careers Advisor / Apprentice

TOR BRIDGE HIGH, Plymouth

Closing Date: 9am on Friday 14th June 2024







# Tor Bridge High

We are a single Academy Trust with children at the heart of every aspect of our work. This is an extremely exciting time to be joining Tor Bridge as we are about to join an ambitious and inclusive trust of schools as part of the Ted Wragg Multi Academy Trust. This collaboration aims to strengthen our community through providing the very best education for our young people, no matter what their background. Students will leave us with the skills and support they need to be the best that they can be, becoming ambitious, independent and positive members of our community.

Tor Bridge High is situated on a large site with excellent modern facilities and resources, having been rebuilt in 2012. We are a truly unique community school with close partnerships between our outstanding on-site primary school, Tor Bridge Primary; special school, Cann Bridge; and community assets such as a Estover Library and The Soundhouse Arts provision as part of our shared campus. Our School is a well-established secondary school, with a thriving sixth form. Tor Bridge High caters for up to 1,250 students and is oversubscribed; it has been oversubscribed consistently for many years and this affirmation from our community is something we are immensely proud of.

Close partnerships ensure numerous opportunities for both staff and children to collaborate, and grow great people. The aim is to secure high achievement and to maximise outcomes, aspirations and wellbeing for all children and young people in the learning community. Just as we are committed to ensuring the best for our students, so too is this true of our commitment to our colleagues. We want you to reach your full potential and enjoy the benefits of working as part of a friendly, collaborative and professional team. We actively encourage continuing professional development and strive for a working environment which innovates and celebrates success.

In our most recent Ofsted inspection (November 2021), in which we were, once again, rated as Good in all aspects; Ofsted noted that “staff and pupils have strong relationships” and that teachers have “high expectations of our students”. What is more, leaders have “a clear vision for the school”.

Our core values of Ready, Kind and Safe set out clear expectations for students: -

**READY** to learn: be punctual, wear correct uniform, bring correct equipment, ensure learning is disruption-free.

**KIND**: work as one team to support all to be successful.

**SAFE**: be conscious of those around us, ensuring that everyone feels confident within school and their learning.



As a potential candidate, if you are excited and passionate about being a part of the journey to be unashamedly ambitious for all learners and you share our passion for creating a culture which supports the highest of expectations, then we can offer you the chance to make a difference, and we very much look forward to receiving your application and welcoming you to Tor Bridge High.

# Ted Wragg Trust



An ambitious and inclusive Trust of schools strengthening our communities through excellent education.



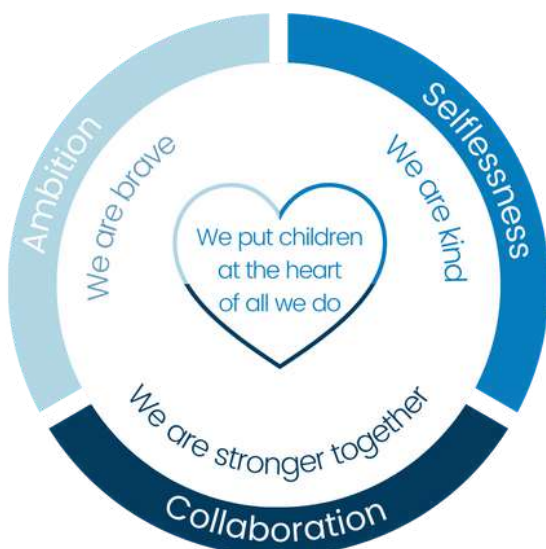
Welcome from the Ted Wragg Trust  
CEO, Moira Marder



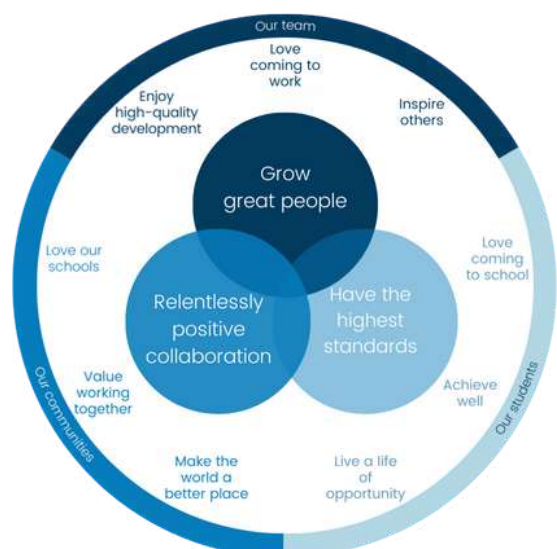
On behalf of the Ted Wragg Trust, I would like to thank you for your interest in working with us. The Ted Wragg Trust (TWT) is an **ambitious** and **inclusive** Trust of schools **strengthening our communities** through **excellent education**. Our values driven, rapidly growing 2-18 Trust has the highest expectations for every child, every day, with social justice at our core.

This is a hugely exciting time for us as a growing Trust who work closely with other local schools and Trusts across Devon.

We demonstrate our love through our values



How we will succeed



# Advertisement

This is an exciting opportunity to be a part of our dynamic school, supporting individuals to ensure that they have the opportunity to develop and fulfil their aspirations. The role involves supporting students in their career development and helping students to overcome barriers to learning.

The successful candidate will have minimum Level 4 (desirably Level 6) Diploma in Career Guidance and Development which will enable them to ensure that the Gatsby benchmarks are fully met, and that each student receives meaningful career opportunities to understand the choices that they face and are thus able to progress onto sustained, aspirational destinations.

## **Job Purpose:**

To endeavour to give every child the opportunity to develop and fulfil their aspirations and their potential; achieving this by supporting students in all aspects of their career development, alongside providing Information, Advice and Guidance, and career-based opportunities to students to overcome barriers to learning.

The successful applicant will have the ability to communicate effectively and will enjoy working with and motivating, young people.

- Can you build positive relationships with students to support them with their understanding of the choices that they face?
- Can you co-ordinate a careers programme which raises aspirations and supports students to have meaningful career encounters?
- Do you have the drive and imagination to seek out and present opportunities to enhance meaningful career guidance?
- Are you ambitious, energetic and well organised?

You will need to possess excellent communication skills and a desire to develop within this role.

*All applicants must be able to provide evidence of their Right to Work in the UK prior to commencement of employment. As part of our need to comply with UK immigration rules, you will be required to provide Home Office stipulated documentation prior to interview.*

# Key Details

Job title: Careers Advisor / Apprentice  
Location: Tor Bridge High, Miller Way, Plymouth  
Grade: Range Grade D - F (pending experience)  
Salary: £24,702 to £33,945 (Actual £20,609 to £28,321)  
Hours: 35 hours per week x 40 weeks per annum

Closing date: 9am on Friday 14th June 2024  
Interviews: to be confirmed  
Required from: September 2024

If you share our mission to have the best outcomes in the country by 2027, we would love to hear from you.



## How to apply

If you would like an informal conversation about this role please contact Human Resources at [TBH-HR@torbridge.net](mailto:TBH-HR@torbridge.net)

Please select the application form below and email it to: [TBH-HR@torbridge.net](mailto:TBH-HR@torbridge.net)

Click [here](#) for the Support Staff application form





# Job Description

## Main duties and responsibilities:

- Supporting the school to prepare and implement a CEIAG development plan.
- Fully implementing and reviewing the effectiveness of Unifrog.
- Planning schemes of work for careers education.
- Briefing and supporting teachers of careers education.
- Supporting Tor Bridge High with identifying and applying for funding for CEIAG provision.
- Supporting tutors providing initial information and advice.
- To deliver CEIAG assemblies to relevant year groups.
- Monitoring access to, and take up of, careers guidance.
- Managing the provision of careers information and how this is shared with all stakeholders.
- Liaising with the PSHE leader, and other Curriculum Leaders and departmental IAG Champions, to plan careers education.
- To complete careers and guidance appointments for students.
- Liaising with Heads of Year, Tutors and SENCO to identify students needing guidance.
- Establishing and developing links with employers.
- Establishing and developing links with FE colleges, apprenticeship providers and universities. Ensuring fulfilment of the Baker Clause.
- Managing links with Next Steps South West, Careers South West, Careers and Enterprise Company, Partnership Schools and other external organisations.
- To ensure that Year 10 and 12 students conduct work experience placements during Personal Development Week each academic year.
- To keep the careers and IAG section of the school website up to date with relevant information.
- To communicate careers opportunities and feedback from IAG meetings with parents in a timely and effective manner.
- To promote inclusion and equality of opportunity for all students; including being aware of and make provision for students who are SEND, more able, disadvantaged or who have other particular individual needs.
- To identify students who can access the aspire programme and facilitate opportunities to raise aspirations and improve destinations of higher prior attainment students.
- To share in the corporate responsibility for, and commitment to, the safeguarding and promotion of wellbeing and discipline of all students.
- To operate at all times within the stated policies and practices of the school.
- To take account of wider CEIAG developments, in school and nationally.
- To establish effective working relationships and set a good example through their presentation and personal and professional conduct.
- To co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the students and school.
- To contribute to the corporate life of the school through effective participation in meetings and management systems necessary to co-ordinate the management of the school.
- To take part in marketing and liaison activities such as Open Evenings, Parents Evenings and events with partner schools.
- To take responsibility for own professional development, including the completion of the Level 6 careers guidance qualification if this is not already held, and duties in relation to school policies and practices.

## Health & Safety:

- Work within the requirements of the Academy's Health and Safety Policy, performance standards, safe systems of work and procedures.

## Other job requirements:

- The Information, Advice and Guidance Leader will be part of the school's performance management system and will have a team leader who will set agreed objectives for the year.
- The team leader will monitor and review performance including the Gatsby benchmarks.
- The school will support the continuing professional development of all staff, to ensure that their expertise is being kept up to date and that they are professionally fulfilled in their roles. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

This document outlines the duties required of the post-holder for the time being to indicate a level of responsibility. It is not a comprehensive or exclusive list and from time to time duties may be varied which do not change the level of responsibility or the general character of the job.

This job description may be reviewed at the end of the academic year or earlier if necessary. In addition, it may be amended at any time after consultation with you.





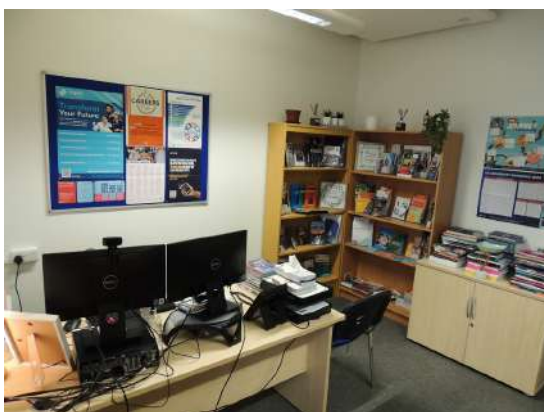
# Careers at Tor Bridge

Careers education at Tor Bridge High is at the forefront of everything that we do; it is a vibrant part of the culture and values that we hold. We have a strong history of providing high quality careers education and Information, Advice and Guidance to our students, evidenced in our 100% Gatsby benchmark success and in our destinations outcomes. We believe that, in terms of careers, there is no 'one size fits all approach' and our students progress onto a range of future careers from supported internships to university and degree apprenticeships. We have above national average outcomes for students staying in and sustaining positive destinations and outcomes (88% against a national and local picture of 83%) and a below national average NEET figure (2%). Our work extends beyond the school gates and Tor Bridge High plays a pivotal role in developing careers provision across the city and beyond.). Our work extends beyond the school gates and Tor Bridge High plays a pivotal role in developing careers provision across the city and beyond.

A student at Tor Bridge High can expect a range of careers interactions. We have a thriving and generous body of alumni who deliver workshops, assemblies and key note speeches about their careers, making a significant contribution to our community. Every student has access to 1:1 careers guidance appointments within our dedicated careers office throughout their studies. Alongside this, we have a wide range of relationships with local, national and international employers who work alongside us to inspire students to achieve their goals. Students have the opportunity to experience careers fairs, careers cafes, workshops, work experience, apprenticeship and university programmes, and engage in specialist professional sports academy programmes to name just some of the opportunities available.

We understand the value of positive collaboration and so within this role there is frequently the opportunity to network with other city-wide professionals and support is provided from our valued Enterprise Advisor and the Careers and Enterprise Company. The successful candidate will also find that they have regular access to the Careers Leaders within Ted Wragg Trust to enable a strategic approach to building better futures for our students. Within Tor Bridge High, you will receive regular line management meetings and support from a wide range of colleagues. We have a careers champion in each department who will promote careers within the curriculum to enable a whole school approach to raising student aspirations. As a school, we have invested in platforms such as Unifrog and Compass+ for careers guidance and support, and there is a wealth of resources available for you to use within this role.

At Tor Bridge High we have the highest expectations for our students and we are relentless in striving for the best possible outcomes to enable students to successfully achieve and sustain their aspirations. It is an exciting time to join the school and this pivotal role provides a real opportunity to inspire students to achieve their goals.



# Person Specification

Qualifications	Essential	Desirable
Minimum 5 A*-C GCSE Grade C including English, Math and Science	●	
Minimum 3 A Levels (or equivalent)	●	
Level 6 Diploma in Career Guidance and Development		●
Minimum Level 4 Diploma in Career Guidance and Development	●	
Experience		
Working with young people.		●
Working within the Gatsby benchmarks		●
Working with students to remove barriers to learning and to raise aspirations		●
Skills and Knowledge		
Ability to think analytically and make effective judgements.	●	
Ability to build positive relationships.	●	
Ability to interpret a varied amount of complete information and use this to tailor information, advice and guidance support		●
Liaise with wider services and organisations, including employers to support and ensure that students have high quality careers interactions		●
Ability to be innovative and develop strategies to improve student IAG experiences		●
Highly effective communication skills at all levels.	●	
Effective presentation and ICT skills.	●	
Clear and detailed knowledge of the range of pathways available to students		●
Ability to work under pressure and prioritise workload.	●	
Ability to withstand emotional and competing demands.	●	
Ability and desire to make a significant contribution to the School as a whole.	●	
Experience of supporting students through the UCAS process and into Russell Group Universities		●
Knowledge of how to use the Unifrog platform		●
Personal		
Have a willingness to extend skills through appropriate training and completion of level 6 Careers Guidance training	●	
A passion and desire to drive things forward	●	
The confidence to take risks and do things differently	●	
Commitment to working within the School's Safeguarding Policy and Procedures	●	
Commitment to high standards and expectations	●	
High levels of professional integrity	●	
Flexibility to undertake any role within the department	●	

Tor Bridge High and the Ted Wragg Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All offers of employment are subject to an Enhanced DBS check, and where applicable, a prohibition from teaching check will be completed for all applicants.

# Why work at Tor Bridge High?

## Relationships & Culture

Building a positive culture underpins any successful school and we, therefore, work hard as a team to create a culture rooted in mutual respect, in which teachers can teach and students can learn. We believe that students should be Ready, Kind and Safe for learning and our Ten Habits of Excellence are explicitly taught through our pastoral curriculum.

At Tor Bridge High, we pride ourselves on setting the highest of standards for our students and we uphold these through positive relationships that are built on trust, kindness and safety. Staff are supported through a consistent and centralised behaviour system underpinned by a dedicated pastoral team.

## Continuing Professional Development

At both Tor Bridge High and the Ted Wragg Trust, we invest in our staff as part of our Trust 'Grow Great People' strategy. We are committed to growing you into the best leader possible and believe that staff development is fundamental to building a highly ambitious and aspirational school. Moreover, we are proud to have a staff body who have high expectations for themselves and who model these to our students in order to create the same culture at all levels.

Staff are the most valuable asset within a school, thus, our second-to-none commitment to coaching encompasses both 'instructional coaching' for teaching and 'leadership coaching' to foster the development of our teams and the continuous improvement of our staff. At Tor Bridge High, there is a culture of feedback with an emphasis on self-reflection and impact. All staff receive personalised instructional coaching every two weeks.

We want to create dynamic and innovative teams where staff are learning collaboratively from one another; we encourage staff to seek these opportunities both internally and externally and to deliberately incorporate evidence-informed practice into their teaching to improve our school performance.

## Growth & Development

We believe passionately that every student will succeed through an ambitious, broad and balanced curriculum that meets the needs of all students and through highly skilled adaptive teaching. Our curriculum is driven by academic rigour and powerful knowledge that prepares students for the rigours of future study and work. We are committed to celebrating diversity and inclusivity through our curriculum.

We have a centralised curriculum, collaborating across departments and other schools to both share resources and to avoid duplication and unnecessary work at all levels. We provide our curriculum teams with the autonomy to decide the very best curriculum to enable our learners to thrive and flourish. The centralised curriculum ensures that all students have an equity of experience and ensures that teachers are not burdened by daily planning; instead they can focus on adaptive teaching and meeting the needs of all learners, alongside reducing workload.

## Community, Personal Development & Enrichment

Tor Bridge High is the heart of the community and therefore, we take pride in our responsibility to serving our local families through strengthening family and community engagement, and helping the community to access services and additional resources. We understand the social and economic challenges faced by the community and the impact these can have on our students and their families, and we believe that we have an important role to play in tackling inequality by working in close partnership with families and the wider community.

Education is not simply a collection of grades obtained at the end of examinations; education is about holistic growth and cultural development. We aim to accelerate the personal growth of all students by providing them access to a range of experiences that may not otherwise be available to them. This includes trips to theatres, galleries and concerts; residential trips that develop character; sporting opportunities; charity expeditions abroad and so much more. Further growing the breadth of extra-curricular activities is important to fulfilling our vision to ensure that every single child has access to culturally rich experiences.



# Growing Great People

Our aim is to be the greatest place to work in the South West. We know that to succeed in our mission we must invest in and grow great people. Our comprehensive suite of development opportunities are available for everyone whether you are just starting in your career or an experienced leader, there will be a development pathway to suit you.

**Tim Rutherford - Deputy CEO**

We know to be the greatest place to work we must welcome great people, retain great people and develop great people.

Click on the areas below to find out about our comprehensive benefits and development opportunities.

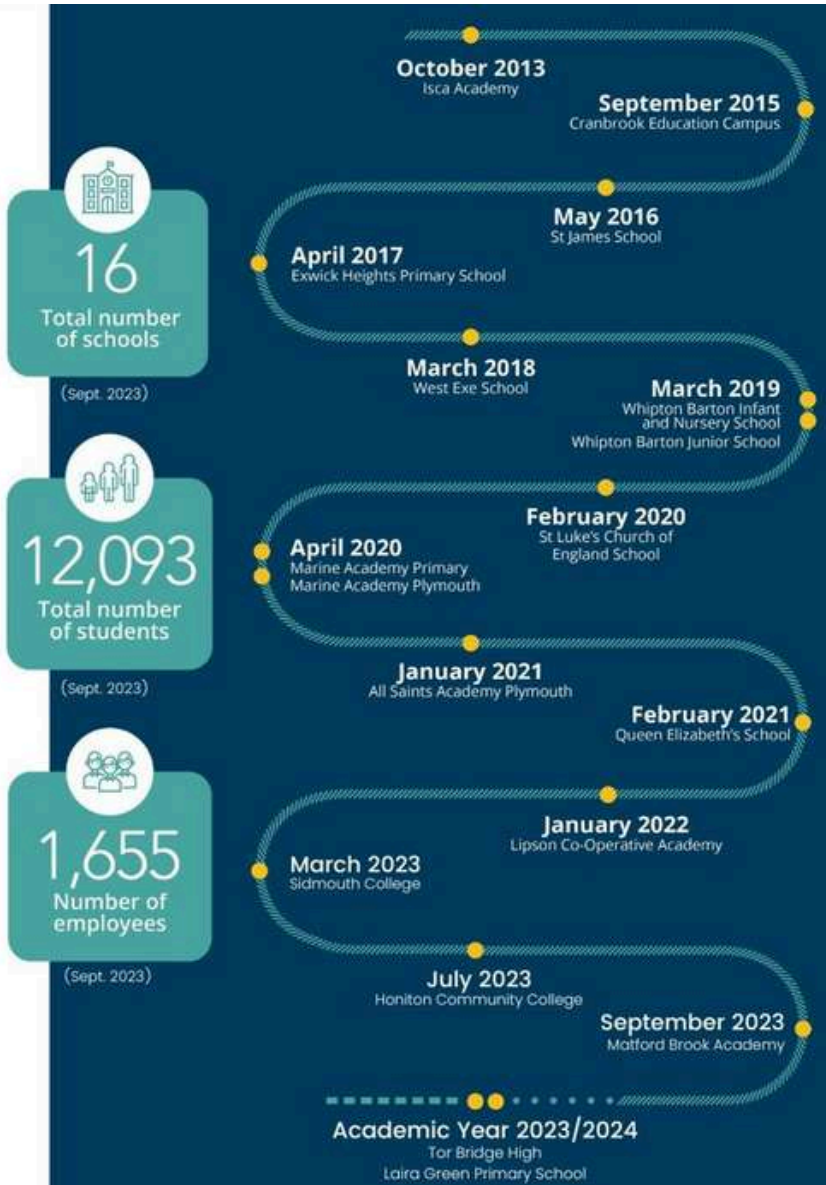


In our Trust, we are committed to nurturing a workplace where our employees feel that they belong. We believe that the culture of our trust thrives when individual differences are embraced so that everyone feels comfortable and confident in being who they are. This is supported through ensuring inclusivity in culture and equity in opportunities. We are committed to high quality and reflective employment practice so that we attract, retain and grow employees from diverse backgrounds and communities.

# Our Journey



Professor Ted Wragg, in whose memory the Ted Wragg Trust is named, was passionate about how education can transform young people's futures.



## Our Partnerships:

Our ongoing partnerships with the following organisations creates opportunities for a Headteacher joining our Trust to access leadership development, study tours and wider networks with some of the best schools, trusts and leaders across the country.







# Recruitment Pack

Thank you for your interest!

**Ted**  
**Wragg** TRUST