

Candidate Briefing Pack
Careers Advisor / Co-Ordinator
Nuneaton Academy



Dear applicant,

Who can know the limits of any child's potential?

All of us at Nuneaton Academy firmly believe that every child is a special individual, capable of extraordinary things and deserving of an excellent education. Nuneaton Academy will become a beacon of educational excellence, unwavering in its commitment to nurturing young minds and bringing out 'the best in everyone.' Working with us means **being part of one of the most transformational school improvement journeys in the country**. We foster a respectful culture, where kindness and courtesy are the cornerstone of every interaction. We are resolute, looking for people who exhibit unwavering dedication to the growth and success of our students; showing determination through hard work.

"Never doubt that a small group of thoughtful, committed, citizens can change the world. Indeed, it is the only thing that ever has." - Margaret Mead

United Learning is an exciting organisation to work for; there is a real focus on developing people and empowering innovation where staff are appreciated and celebrated. A key benefit of being part of United Learning is to have the support of colleagues across the wider group and ample opportunities to network; we recognise the powerful impact that collaboration and partnership have on colleagues. Our central, regional and cluster teams ensure that technology, finance, HR, and data support is provided more effectively and efficiently than would otherwise be possible, so that school leaders can focus on educational leadership. United Learning is an inclusive employer and is committed to creating and sustaining a more ethnically diverse workforce. Therefore, we would very much welcome applications from professionals of all backgrounds who share our commitment but especially those of minority ethnic origin.

If you are looking for an exciting, challenging and highly rewarding role that offers a strong commitment to professional development and well-being we encourage you to apply. We welcome the opportunity for prospective applicants to visit us and we invite you to get in touch with any questions you may have ahead of submitting your application.

Thank you so much for considering a post with us.

We look forward to hearing from you.

Mark Dalton
Principal
Nuneaton Academy

About United Learning

United Learning is a group of schools which aims to provide excellent education to children and young people across the country. We uniquely comprise schools in both the state and the independent sectors and currently educate over 60,000 students and employ over 9,000 members of staff.

The growing range of outstanding group-wide activities that we can provide will mean that more young people will have truly exceptional and inspiring experiences. We believe that our Group contains the most developed relationships and practical interactions between independent and state schools in the country; creating benefits for all the schools involved whilst respecting both traditions and learning from each other.

United Learning comprises both United Church Schools Trust, which operates our fee-paying independent schools, and United Learning Trust, which operates our state-funded academies. To find out more about United Learning, please visit the website: www.unitedlearning.org.uk

Our Ethos

Our approach to education is underpinned by a sense of moral purpose and commitment to doing what is right for children and young people. We believe in supporting our colleagues to achieve excellence and in acting with integrity in all our dealings within and beyond the Group. We believe the safety and welfare of all children and young people is paramount. We summarise this ethos as ‘the best in everyone’ underpinned by our core values:

AMBITION – to achieve the best for ourselves and others.

CONFIDENCE – to have the courage of our convictions and to take risks in the right cause.

CREATIVITY – to imagine possibilities and make them real.

RESPECT – for ourselves and others in all that we do.

ENTHUSIASM – to seek opportunity, find what is good and pursue talents and interests.

DETERMINATION – to overcome obstacles and achieve success.

Our Framework for Excellence

To achieve our mission, our schools prioritise five key principles:

➤ THE BEST FROM EVERYONE

- **POWERFUL KNOWLEDGE**
- **EDUCATION WITH CHARACTER**
- **LEADERSHIP IN EVERY ROLE**
- **CONTINUOUS IMPROVEMENT**

Continuing Professional Development

Our staff are one of our most important assets, we are passionate about supporting our staff, bringing out 'the best from everyone'. You will work closely with your Executive Business Manager to set personal and meaningful development objectives and you will receive all support possible to achieve and surpass these objectives. You will also have the benefit of accessing a range of internal and external staff networks and fantastic CPD opportunities.

Benefits

- Perkbox - access to resources such as a discounted shopping platform and wellness hub including discounted gym membership
- Access to a dedicated employee assistance counselling and advice line
- Westfield Health cash plan – claim the cost back on health services such as physio, dental treatments and optical services (eligible after 6 months service)
- Cycle to work scheme
- Car lease scheme
- LGPS Pension

Job Description – Careers Advisor / Co-Ordinator

Salary: United Learning Pay scale

(£29,000 – £32,000 FTE) (26,306.35 - £29,027.69 Pro rata)

term time only + two weeks.

Hours: 37.5 hours per week, term time only (plus 3 additional days to be worked during the summer holiday period)

Directly reporting to: Assistant Principal

Whilst every effort has been made to explain the main duties and responsibilities of the post, this job description is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties, all individual tasks undertaken may not be identified. This job description is current at the date shown, but, in consultation, may be changed by the Principal to reflect or anticipate changes in the job commensurate within the grade and job title.

Job Purpose

- Be responsible for the delivery of independent and impartial careers information, advice and guidance.
- To lead in providing careers information, advice and guidance.
- To oversee and coordinate an impactful school work experience programme.
- To be responsible for employer engagement to support the schools careers programme.
- To support the school in achieving the Gatsby Benchmarks

Main Responsibilities

- Track the ongoing destinations of Year 11 information with the Governors, SLT and the LEA.
- Complete statutory, impartial, careers interviews with pupils at Key Stage 4.
- Provide opportunities for careers interviews at Key Stages 3 and 4.
- Develop an appropriate system for recording interviews and producing individual action plans.
- Provide advice clinics, supporting pupils with pathways, training routes, the job market, CV writing and application support.
- Provide timely, impartial, advice and guidance to all pupils with EHCPs and those in receipt of the Pupil Premium, LAC and SEND where necessary.
- Support with the delivery of assemblies, signposting services and the provision of specific careers related resources.
- Be available to provide support at Key Stage 4 Parent Evening/Options Evenings for the purpose of offering advice and guidance to parents.
- Provide 1:1 careers advice on GCSE result days (August).
- Liaising with schools, employers and professional services to support the facilitation of work placements, and visiting careers speakers as part of the wider Careers programme.
- Plan and implement careers events in line with key dates such as Careers Week and National Apprenticeship week.
- Communicate with key stakeholders and promote the Careers Programme in a variety of

ways e.g. Careers Newsletter.

- Develop parental engagement around careers
- Work with teachers to develop careers around the school
- Co-ordinate the use of online Careers platforms for pupils and staff

General Responsibilities

- Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.
- Be involved in and contribute to whole school policy development.
- Be aware of and comply with policies and procedures relating to safeguarding, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Ensure all pupils have equal access to opportunities to learn and develop.
- Liaise effectively with teachers/parents/carers and other professional staff as part of the routine consultative process.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Assist with pupil needs as appropriate during the school day.
- To undertake any reasonable tasks as directed by line manager