

Join Our Team

Role

Careers Advisor

£18,089 to £19,103

Leeds City Academy



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Principal's Welcome

We are delighted that you are considering joining Leeds City Academy.

We are at an exciting stage in our journey. As one of the most rapidly improving schools in West Yorkshire, we are driven by a clear moral purpose: to secure the very best for every student – academically and through exceptional personal development. Our 'In Partnership' ethos is the foundation of our success. It shapes how we lead, how we teach and how we work together. We are proud of the culture we have built – ambitious, inclusive and rooted in high expectations for all.

In December 2024, Ofsted recognised the strength of our academy:

"Pupils thrive at this happy and inclusive school. They know that the school dedicates itself to helping them to become the best that they can be."

Inspectors also noted:

"Pupils rise to the very high expectations the school has for them. Their behaviour is impressive. They conduct themselves very well in lessons."

These outcomes reflect the commitment and expertise of our staff. We invest in our people, champion professional growth and value collaboration at every level.

If you are passionate about transforming life chances, thrive in a values-driven culture and want to make a genuine difference, we would be delighted to hear from you.



Richard Chattoe *Principal*
Leeds City Academy



About Leeds City Academy

We are a vibrant and ambitious secondary school, proud to be part of the White Rose Academies Trust. We serve a richly diverse community and are committed to delivering a high-quality education alongside outstanding personal development.

In recent years, the academy has undergone significant transformation, driven by strong leadership, clear systems and consistently high expectations. Today, our culture is calm, purposeful and aspirational.

Our community reflects the diversity of modern Leeds. The scale of this diversity, including the number of students on roll, languages spoken, nationalities represented and the proportion of students with English as an additional language, is illustrated below. We see this as a strength that enriches learning and broadens horizons.

At the heart of the academy is our 'In Partnership' culture. It underpins our relationships with students, families and colleagues and ensures that collaboration, respect and ambition remain central to all that we do.

Leeds City Academy is a school where staff are supported to develop, students are encouraged to excel and high standards are the norm. We are proud of how far we have come and ambitious about where we are going next.



LCA in
Numbers

Proud to be
Diverse

1000

Students
educated every
day at Leeds City
Academy.

110

Languages
spoken by our
diverse student
body.

74%

Of students are EAL
(speak English
as an additional
language).

66

Ethnicities
embraced and
celebrated at our
academy.

47

Nationalities
contribute to our
rich and diverse
cohort.

Job Description and Person Specification

Post Reference: 2774

Job Title: Careers Advisor

Academy Name: Leeds City Academy

Grade: SO1 (Actual Salary £18,089 to £19,103)

Hours: 22.5 hours per week term time only plus 5 days

Accountable to: Careers Leader

Job Description

Role:

You will support the Careers Leader in the delivery of an aspirational and progressive careers education, information, advice and guidance offer for all students at Leeds City Academy (LCA). This role will involve regular contact with students, parents, local Further Education (FE) and Higher Education (HE) providers as well businesses in the immediate and wider area of Leeds. Central to the role will be supporting LCA in maintaining adherence to all 8 Gatsby Benchmarks. LCA has also achieved the Quality in Careers Standard, and we are looking for a candidate who can support and grow this high-quality work.

NB: All post-holders at the White Rose Academies Trust are responsible for improving the outcomes for learners and upholding the ethos of the academies. Keeping Children Safe in Education and the guidance for Safer Working Practices directs the work of every adult working at or associated with the White Rose Academies Trust.

Duties and Responsibilities:

Working with the Careers Leader on the whole school Careers offer, which will include;

- Supporting with the delivery of the LCA careers strategic goals
- Working towards the implementation of the Gatsby Benchmarks
- Delivering Raising Aspirations and careers focused projects
- Supporting with careers in the curriculum resources and planning
- Developing the work experience offer and the SEED programme
- Inputting into the DNA careers curriculum as required
- Supporting with the tracking and monitoring take up of careers guidance
- student destinations of leavers
- Supporting with strategies to help potential Not in Education or Employment Training (NEET) students in preparation for post 16 education or training and tracking student destinations
- Supporting students to record and review their progress towards meeting set goals, developing skills, achieving qualifications and awards and writing personal statements and CV's
- Working closely with the Special Education Needs and Disabilities Coordinator (SENDCo) to support the transitional planning process for students with Special Education Needs (SEN) support or those with Education Health and Care needs Plan (EHCP's) to enter post 16 education

As the Careers Advisor, your core responsibilities will be:

- Delivering a programme of one-to-one careers guidance interviews
 - Working with groups of students to provide appropriate careers support and guidance
 - Resourcing a dedicated area with up to date and well-informed impartial materials, including the development of an online careers information portal and career of the month information
-

Equal Opportunities:

- To promote equal opportunities in education in order that all children and families will gain optimum benefit from the service provided.
 - To promote and ensure that all students and young people are happy, healthy, safe, successful and achieve economic wellbeing.
-

Generic Staff Requirements:

- Uphold the professional standards expected of every member of academy staff in all dealings with colleagues, students, parents/carers, and the wider community.
- Adhere to the principles expressed in the aims of the academy and its mission statement.
- Actively contribute to the continued development of the academy and self by attending training, participating in relevant meetings and appraisals, and putting forward ideas for improvement.
- Be a positive, collaborative team member.
- Apply academy policies in all aspects of the role.
- Improve own practice through observation, evaluation, discussion with colleagues and appropriate CPD programmes.
- Work collaboratively with colleagues, knowing when to seek help and advice.
- Contribute to the overall ethos, work, and aims of the academy by attending relevant meetings, training days/events as requested.
- Be aware of and comply with the academy policies and procedures e.g., safeguarding, child protection, health, safety and security, confidentiality, and data protection, reporting all concerns to an appropriate person.
- Be responsible for safeguarding children and promoting their welfare and following child protection procedures.
- Be aware of and support difference and ensure equality for all working in an anti-discriminatory manner, upholding and promoting the values, standards, and equal opportunities of the academy.
- Recognise and appropriately challenge any incidents of racism, bullying, harassment, victimisation, and any form of abuse of equal opportunities, ensuring compliance with relevant policies and procedures.

Whilst every effort has been made to explain the main duties and responsibilities for the post, each individual task undertaken may not be identified. This job description may be changed by the Principal to reflect or anticipate changes in the job commensurate with the grade and job title.

The post-holder may be required to take on additional responsibilities when necessary to ensure the effective running of the academy.

All postholders are accountable through the White Rose Academies Trust Performance Management Appraisal Policy. The Governors and Principals of White Rose Academies Trust are committed to safeguarding and promoting the welfare of children and young people and ensuring that safer recruiting procedures are in place.

White Rose Academies Trust is committed to safeguarding and promoting the welfare of its students and expects all staff and volunteers to share the commitment. Appointments will be subject to Safer Recruitment Procedures and an enhanced level check with the Disclosure & Barring Service. Please note that a criminal record will not necessarily be a bar to obtaining employment; this will depend on the circumstances and background to any offence.

Please note this role will involve contact with children and you will be engaging in regulated activity. It is an offence to apply for the role if you are barred from engaging in regulated activity relevant to children.

We promote diversity and want a workforce which reflects the population of Leeds. Applications are welcome from all, irrespective of sex, sexuality, race, religion, marital status, age, or disability.

Person Specification

It is essential that the candidate should be able to demonstrate the criteria for the post within the context of the specific duties and responsibilities of the role: Candidates will only be shortlisted for interview if they can demonstrate on the application form that they meet all the essential requirements. Candidates are not required to meet all the desirable requirements, however these may be used to distinguish between acceptable candidates.

You should be able to demonstrate that you meet the following criteria which are all essential:

E = Essential D = Desirable

Measured by:

A = Application Form

T = Test/Exercise

P = Presentation

I = Interview

R = References

C = Certificate

Qualifications

E	5 GCSE's including Maths and English Grade 'C' ('5' or above) or equivalent experience	A C
D	Further professional development through qualifications or training	A C
E	Level 6 Career Guidance qualification (or Level 4 and working towards L6)	A C

Knowledge and Experience

E	Knowledge, understanding and commitment to equality, diversity and inclusion informed by practical experience and application	A I R
E	Knowledge, understanding and commitment to safeguarding and promoting the welfare of students	A I R
E	Ability to form and maintain appropriate relationships and personal boundaries with students	A I R
E	Knowledge of the education, training and career opportunities available to students post-16	A I
E	Knowledge of government policy in relation to careers education and the Gatsby Benchmarks	A I
E	Experience of organising work experience placements for young people	A I
E	Experience of organising events and supporting on projects	A I
D	Experience of supervising young people on trips and visits	A I
D	Experience of delivering assemblies	A I
E	Excellent knowledge of how to use IT management systems to record and extract student information	A I
E	Experience of developing positive relationships when dealing with outside organisations, staff, students and their parents	A I

Skills and Competencies

E	Excellent administrative and organisational skills	A I
E	Manages own personal time effectively	A I
E	Sets and achieves challenging professional goals	A I
E	Takes responsibility for own professional development	A I
E	Can carry out administration responsibilities including analysing and measuring the impact of own work	A I

Behavioural and Other Characteristics

E	Committed to continuous improvement	A I
E	Carry out all duties having regard to an employee's responsibility under Health & Safety Policies	A I
E	Willingness to actively participate in training and development activities to ensure up to date knowledge, skills, and continuous professional development	A I
E	Proactive and adaptable.	A I
E	Student-focused and committed to supporting individual aspirations	A I
E	Can solve problems and convert them into success	A I
E	Resilient and resourceful	A I

White Rose Academies Trust is committed to safeguarding and promoting the welfare of its students and expects all staff and volunteers to share the commitment. Appointments will be subject to Safer Recruitment Procedures and an enhanced DBS check.

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Application process

1

Complete Application Form
Click Apply Now and complete the form via Every, including your full employment history.

2

Application Reviewed
Your application will be reviewed against the person specification and role criteria.

3

Shortlisting
The panel confirms shortlisted applicants.

4

Interview invitation
Shortlisted candidates will receive details of the interview process and day.

8

DBS Application
Complete your DBS application and pre-employment health questionnaire via our 3rd party providers.

7

Next Steps from HR
HR will contact you about pre-employment checks and any missing documents or history queries.

6

Appointment **Confirmed**
You'll be contacted after interview. If successful, confirm acceptance for your HR offer.

5

Interviews
Attend the interview with three original IDs and your listed qualifications, with your completed self-disclosure form.

9

Employment Checks
HR complete all remaining pre-employment checks including overseas and employment gap history.

10

Checks Reviewed
Once complete, checks are reviewed against our statutory and legal obligations.

11

Start Date Agreed
Your line manager will agree a start date with you. HR will then issue your contract.

12

Welcome to the Team!





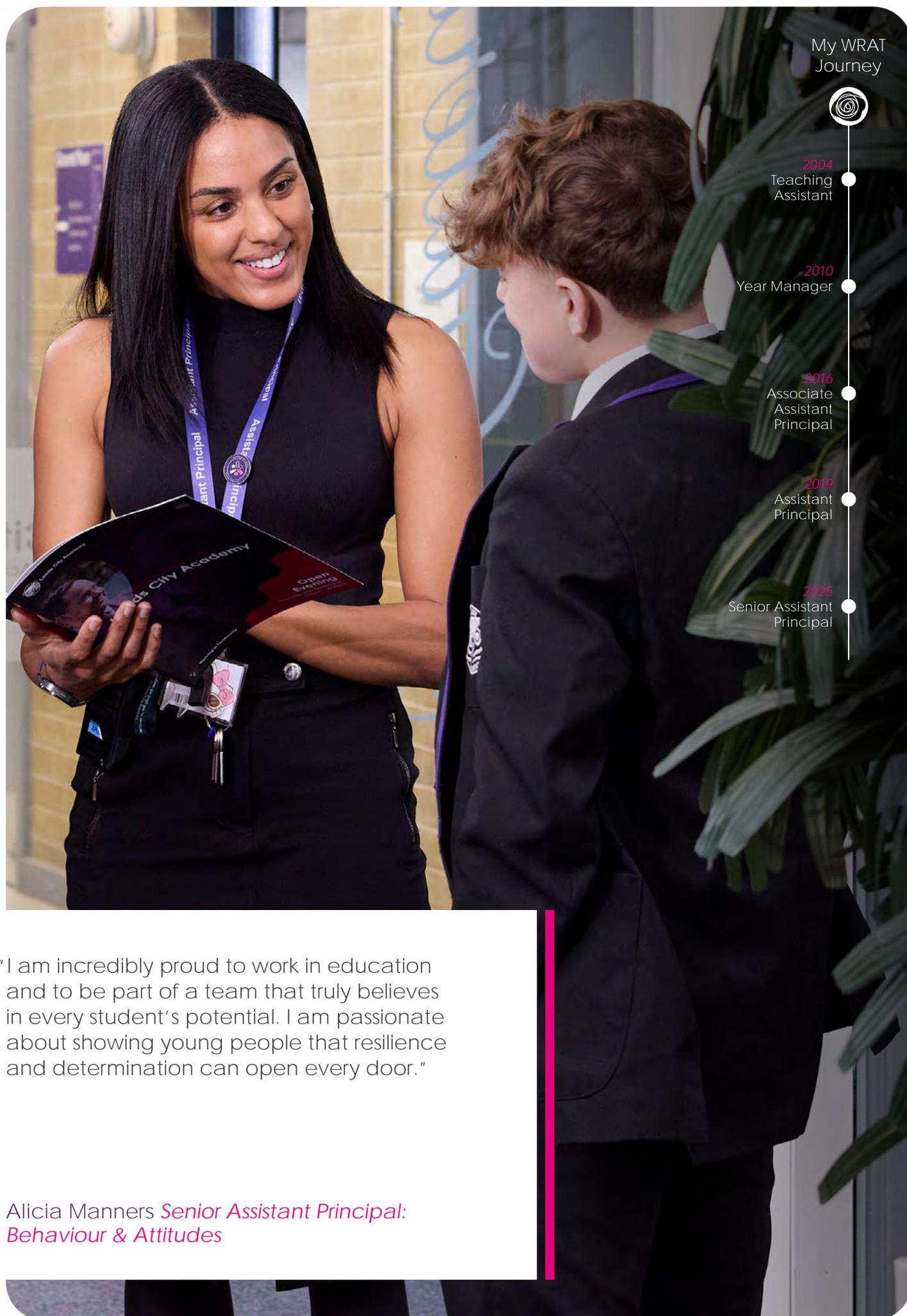
2004
Teaching
Assistant

2010
Year Manager

2016
Associate
Assistant
Principal

2019
Assistant
Principal

2025
Senior Assistant
Principal



"I am incredibly proud to work in education and to be part of a team that truly believes in every student's potential. I am passionate about showing young people that resilience and determination can open every door."

Alicia Manners *Senior Assistant Principal:
Behaviour & Attitudes*

Staff Benefits



Flexible Working

We offer flexible arrangements including term-time only, part-time, and job share opportunities.



Employee CycleScheme

Purchase a bike and accessories through our salary sacrifice scheme for a healthier, greener commute.



Annual leave entitlement

On top of 25 days annual leave, plus bank holidays. Support staff receive an extra 5 days after 5 years' service.



Supporting staff discounts

We support all education staff in accessing Discounts for Teachers, Teacher Perks and Blue Light Card.



Pay awards

Benefit from nationally agreed terms, including STPCD or NJC Green Book, as well as the Real Living Wage.



Eye test vouchers

Free eye tests and up to £69 towards glasses are provided for Display Screen Equipment (DSE) users.



Employee pension scheme

Staff are automatically enrolled in either the Teachers' Pension Scheme or LGPS.



Free flu jabs

To keep our staff safe and protected we offer free flu jab vouchers to all employees across the trust.



Real Living Wage

The trust is proud to confirm that we pay all staff in line with the real living wage £13.45ph.



Car Parking

We ensure all colleagues benefit from free on-site parking at all four of our academy sites.



Employee TechScheme

Salary sacrifice is available to purchase the latest tech after probation.



Family Friendly Policies

We support work/life balance with family-focused policies, including emergency and special leave.



Staff Wellbeing



Employee Assistance Programme
All staff and families can access Health Assured's confidential wellbeing support service with app access.



Mental Health First Aiders
Whether you just need someone to talk to, or you're facing emotional challenges, our MHFAs are on hand.



Headspace
Free access to Headspace to support mental health with meditation and mindfulness tools.



Dedicated Wellbeing Reps
Reps are here to listen to colleague feedback and organise wellbeing initiatives tailored to each academy.



Wellbeing Wednesdays
No more hump day slumps with our midweek breakfast for all staff, served from 7:45am in our refurbished canteen.



Colleague Recognition Schemes
We have a variety of schemes that allows our staff to be recognised and thanked for their hard work.





My WRAT Journey



- 2020
Teacher of English
- 2021
Assistant Director of English
- 2023
Director of English
- 2025
Associate Assistant Principal

"It's energising working with colleagues who genuinely care about what they do for the communities we serve. The career development I have had as part of the WRAT has been amazing. I really enjoy seeing how my ideas are heard, valued and are making a difference for my colleagues and the young people we teach."

Vicki Thomas *Director of English & Associate Assistant Principal*

What our people say...

"My experience at Leeds City Academy has been a very good one and I have felt really supported from when I started here by a very good pastoral team, I feel like I have thrived since year 7 and I am proud to be part of a very diverse cohort of students."

Dante *Year 9*



"I joined the Trust as a Project Officer, but once I got to know the students, I wanted a role working closely with them and the pastoral team. LCA and the Trust supported me every step of the way, and I now love my role as Safeguarding Officer and non-teaching governor."

Phoebe Horsman *Safeguarding Officer*

"I initially joined through an external organisation on a temporary basis. From day one, I felt part of the team, so when the opportunity came up to interview for a permanent role, I didn't hesitate."

Anthony Taylor *Student Support Worker*



Proud to be part of the White Rose's Academies Trust



Alder Tree Academy Primary

Alder Tree Primary is a unique inner-city school in Leeds with 420 pupils. We help every child reach their potential through engaging lessons and strong pastoral support and are proud to be nationally recognised for supporting disadvantaged pupils.

Ofsted "The school values epitomise the school's determination that every pupil will reach their full potential."

Our core values are: Believe, Belong, Become



Leeds City Academy Secondary

A vibrant inner-city school in Woodhouse with over 1,000 students from diverse backgrounds. A recent £8.5 million investment has enhanced facilities, supporting growth and improvement, while students and staff work proudly together to achieve even more.

Ofsted "Pupils thrive at this happy and inclusive school"

Vision Statement: Working In Partnership

Our core values are: Aspirational, Caring, Professional, Respectful, Resilient and Tolerant



Leeds East Academy Secondary

Leeds East Academy is a vibrant, diverse school in Seacroft, housed in a £14 million building. With the ambition of 'Everyone Exceptional', we support students to excel academically and personally, while fostering high standards and strong support for all staff.

Ofsted "The school nurtures pupils so they have the self-belief and resilience to succeed"

Vision Statement: Every Child Can

Our core values are: Resilience, Integrity, Trust, Ambition



Leeds West Academy Secondary

Known for its welcoming atmosphere and Performing Arts specialism, Leeds West Academy unites and inspires our community through education and opportunity. With a broad, ambitious curriculum and strong pastoral support, every student can reach their full potential, while staff are supported to thrive in a nurturing, high-standard environment.

Ofsted "A happy and inclusive school"

Vision Statement: Evolving Excellence

Our core values are: Care, Commitment, Community





