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| Post Title: | **Careers Advisor/Personal Development Co-ordinator** |
| Place of Employment: | **Shirebrook Academy**  (Aston Community Education Trust) |
| Hours of work | **30 hours per week, term time only**  **Term time includes 5 INSET days each academic year as directed.** |
| Salary | **Band G Point 19-23**  **£18,434 - £20,069 pro rata**  (Based on a full time salary of £25,927 to £28,226 per annum)  The salary will increase by one additional week of pay if the appointee has 5 years or more continuous service with the Local Authority |
| Appointment | Permanent |

An exciting opportunity has arisen for a talented and skilled Careers Advisor and Personal Development Co-ordinator, to provide impartial careers information, advice, guidance and support to students, particularly within years 9 – 11, to assist them in exploring career ideas, reviewing options, establishing realistic career action plans, and helping them to develop their employability skills and progression routes.

You will provide the service above via drop in sessions, year group presentations, small group presentations, small group workshops, intensive individual guidance and support, and the use of web based technologies. Working alongside the local colleges, apprenticeship providers and external agencies, you will organise and implement a programme of events and work based learning opportunities which support the career development, successful progression and employability skills of students.

The hours will be 30 hours per week, term time including 5 INSET days.

The role is based at Shirebrook Academy but may also involve working at other local school locations subject to the development of the trust.

For further information and to apply, please visit [www.shirebrookacademy.org](http://www.shirebrookacademy.org) or any of our academy websites, and follow the link to the vacancies section, or contact Julie Stott, HR Manager if you have any difficulties on 01623 742422 / 07929 024586. Applications should be returned to [jstott1@shirebrookacademy.org](mailto:jstott1@shirebrookacademy.org). The closing date for applications is 9.00am on Monday 10 October 2022.

We undertake to make any ‘reasonable adjustments’ to a job or workplace to counteract any disadvantages a disabled person may face. This post involves working with children and therefore if successful, you will be required to apply for a disclosure and barring services check at an enhanced level. Further information about the Disclosure Scheme can be found at [www.homeoffice.gov.uk/dbs](http://www.homeoffice.gov.uk/dbs)

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

Please note if you have not received a reply within three weeks, your application has been unsuccessful.