



# BRAKENHALE SCHOOL

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RECRUITMENT PACK



Proud to be part of the

**GREENSHAW**  
LEARNING TRUST



Brakenhale School,  
Rectory Lane,  
Bracknell,  
Berkshire  
RG12 7BA

Telephone: 01344 423041

Email: [HR@brakenhale.co.uk](mailto:HR@brakenhale.co.uk)

Dear Candidate

Thank you for your interest in the role of Careers Advisor at Brakenhale School. We are looking to appoint an enthusiastic, motivated and reflective colleague to join our wider team. Our school is driven by our three values: Aim High, Be Kind and Take Responsibility. These values permeate everything that we do and, as a result, they enable us to help fulfil our vision whereby we prepare our students for their individual successes and future careers. Each and every one of us has a role to play in ensuring that our students get the very best.

We are an 11 to 18 school situated on the southern side of Bracknell town centre. Our commitment to high standards and outstanding teaching has led us to become the school of choice for families in Bracknell Forest. Our progress score this summer has been the highest since its inception, but there is still a long way to go, we are committed to moving our P8 to +1.0 to ensure our students have the best possible life chances. In the Sixth Form, three quarters of grades for vocational courses were graded a Distinction or Distinction\*. Being an integral part of our local community is something that we value.

At Brakenhale, we work to do the simple things well, over and over again, as this is what 'great schools do'. We have disruption free lessons, so that teachers can focus on teaching. We have worked to simplify systems and structures within our school to help us manage what we do: students line-up every morning so that our children start the day in a calm and orderly manner; we centralise detentions so that teachers are not expected to do these daily; we 'live mark' so that teachers do not take class sets of books home; we have two data drops for each year group which reduces the unnecessary need to collect data.

With the above in mind, a vital element of any school and its continued development is the people who are part of it. Every single member of staff matters. They contribute, individually and within teams, to ensure we drive standards and outcomes. As a result, the enthusiastic, motivated and reflective individual joining us will be eager to be part of this culture. They will whole-heartedly believe in our vision of increasing the life chances for our students.

We are proud members of the Greenshaw Learning Trust, a 'family' of like-minded schools, that collaborate to provide mutual support, share their good practice and learn from each other, whilst retaining and developing our own distinctive character.

The Trust is a vibrant and forward-thinking community of teachers, support staff and learners committed to educating the 'whole child' to improve life chances, whilst securing the best possible outcomes for students. We encourage all young people to work hard and make the most of the opportunities they are given. Our amazing team of teachers and support staff themselves demonstrate and encourage a lifelong love of learning, both within and beyond our curriculum.

As one of the highest performing multi-academy trusts in the country, we currently comprise of thirty six schools: eleven in South London, six in Berkshire, one in Surrey, fifteen in Gloucestershire and South Gloucestershire, and three in Plymouth. We are continuing to grow and have further schools joining us on a regular basis.

We are ambitious about diversity and inclusion and very much look forward to receiving applications from candidates whose personal qualities and values reflect those in the person specification and whose experiences also place them in a strong position to deliver the challenges set out in the job description. We encourage applications from candidates regardless of age, disability, gender identity, sexual orientation, pregnancy, marital status, religion, belief, or race.

Brakenhale School is committed to safeguarding and promoting the welfare of children and young people therefore this appointment will be subject to vetting, including an enhanced DBS disclosure.

The school websites provide a clear picture of our aspirations and our vision; however, please do not hesitate to contact us to seek further information by completing this form on our website: <https://brakenhale.co.uk/contact-us/form>. We very much look forward to receiving applications from candidates whose personal qualities, values and experiences support and reflect ours.

Yours sincerely

Camilla Douglas, Headteacher

# TERMS AND CONDITIONS

## CONTRACT

Permanent

## SALARY

- Salary calculated in line with the NJC pay scale, points 18-22, £32,266 - £34,428 per annum (£28,043.94 - £29,923.04 per annum pro-rated). Starting salary and pay points will be aligned with relevant regional NJC spine on appointment, dependent on the location of the postholder.

## HOURS OF WORK

37 hours per week, term time only plus 4 days

## PLACE OF WORK

Brakenhale School, Rectory Lane, Bracknell, Berkshire, RG12 7BA.

## PENSION SCHEME

- Under the Social Security Act 1986 the post holder has the right to make their own pension arrangements. They may choose to contribute to the Local Government Pension Scheme (LGPS) or a Personal Pension Scheme. Details of the Local Government Pension Scheme are available at: <https://www.lgpsmember.org>.
- GLT will recognise continuous local government service for redundancy purposes in line with the Redundancy Payments (Continuity of Employment in Local Government, etc) (Modification) Order 1999.

## HOLIDAY ENTITLEMENT

- The postholder will be paid an enhancement for holiday pay, which is included in the salary details above.

## PROBATION PERIOD

New employees are required to complete a six-month probationary period.

## STATUTORY CHECKS

All employment offers are made subject to checks in line with Government guidance (some of which are dependent upon the role/individual). These include: online checks, evidence of identity and right to work in the UK, an enhanced Disclosure and Barring Service check, overseas criminal record check if the successful candidate has worked or resided overseas in the last five years, confirmation of a satisfactory medical report, satisfactory references, evidence of qualifications, DfE teaching/management barred list check.

# JOB DESCRIPTION

<b>Post:</b>	Careers Advisor
<b>Responsible to:</b>	Assistant Headteacher
<b>Responsible for:</b>	Careers Lead

## ROLE OVERVIEW

As a Careers Advisor in Brakenhale school, you will guide and support students in exploring their career options, educational pathways, and personal development goals. You will provide tailored advice on further education, apprenticeships, and employment opportunities, helping students make informed decisions about their futures. Collaborating with teachers, parents, and external organizations, you will deliver workshops, one-to-one guidance sessions, and career events to ensure students are well-prepared for their next steps.

## MAIN DUTIES AND RESPONSIBILITIES

- Leading all staff and visitors to ensure they deliver career guidance
- Deliver personalised careers guidance to students, helping them explore career options, further education, apprenticeships, and other employment pathways.
- Advise the senior leadership team on policy, strategy and resources for career guidance including how they meet the Gatsby Benchmarks
- Review, develop and evaluate career guidance appropriately
- Conduct one-to-one interviews and group sessions to assess students' interests, skills, and ambitions
- Provide data to the school, Ofsted and others, where necessary
- To plan, develop and implement a structured, progressive careers programme with appropriate teaching resources and learning outcomes that are shared with teachers and learners
- Provide bespoke feedback to students following career guidance sessions, ensuring advice is relevant, practical, and aligned with their aspirations and abilities
- To organise planned activities and ensure they comply with health and safety regulations, national requirements and guidance, and equal opportunities policies
- To order and allocate resources as appropriate
- To work with the career's guidance providers, locally and beyond, and others to develop the programme
- To establish and maintain effective links with parents, carers and relevant organisations (e.g. employers, youth and community agencies), and co-ordinate their contribution to the programme
- Organise careers fairs, employer visits and work experience placements.
- Maintain records and provide data on student activities and outcomes in relation to careers.
- To develop careers provision across all year groups, above and beyond the Gatsby Strategy
- To organise a Careers Fayre and Apprenticeship days
- Assist and attend relevant school trips
- Undertake general administrative duties, checks and documentation are completed with accuracy

- Ensuring compliance with the legal requirements
- Being aware of and complying with policies and procedures relating to child protection, equal opportunities and race equality, health and safety, confidentiality and data protection, reporting all concerns to an appropriate person
- Lead on the organisation of work placements for students across key year groups
- Hold line management responsibility for the Careers Lead, overseeing performance, development, and alignment of careers provision with organisational objectives
- Undertaking any other duties commensurate with the post as may be required by the Senior Leadership Team and Headteacher

## **STAFF DEVELOPMENT**

- To continue personal development in the relevant areas, including subject knowledge.
- To engage actively in the Performance Management process.
- To participate in whole school professional learning programmes.
- To take part in the staff development programme by participating in arrangements for further training and professional development.

## **SAFEGUARDING**

- Be keenly aware of the responsibility for safeguarding children and to help in the application of the Safeguarding Policy within the school.
- Comply with the school's Safeguarding Policy to ensure the welfare of children and young persons.
- Greenshaw Learning Trust is committed to safeguarding and promoting the welfare of children and young people therefore this appointment will be subject to vetting, including an enhanced DBS disclosure.

Greenshaw Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects staff and volunteers to share this commitment.

The duties and responsibilities in this job description are not restrictive and you may be required to undertake any other duties that may be required from time to time. Any such duties should not however substantially change the general character of the post.

# PERSON SPECIFICATION

The successful candidate will meet the following person specification. Please note that the listed criteria will form the basis of the selection process. Applicants should address all elements of the Person Specification, demonstrating experience and where appropriate citing supporting examples, within their application.

	Essential	Desirable
<b>Qualifications and training</b>		
Level 6 Qualification in Careers Guidance (QCG) / Diploma in Careers Guidance, or (NVQ4) in Advice and Guidance or equivalent, or currently in the process of achieving those qualifications.	x	
Studied to a minimum standard of GCSE (grad A*-C / 9-4) or equivalent in English and Maths	x	
<b>Skills and experience</b>		
Experience of working in an office and data driven environment	x	
Experience of working in a school environment		x
Knowledge of strategies to inspire and improve outcomes for students	x	
Outstanding organisational skills and ability to meet multiple deadlines	x	
Knowledge of the education system, apprenticeship programs, and labour market trends	x	
<b>Personal attributes</b>		
Able to establish good working relationships with a wide range of people - students, colleagues and parents	x	
A willingness to become involved in all aspects of school life	x	
Committed to the safeguarding of children	x	

# THE RECRUITMENT PROCESS

## APPLICATION

To apply for a vacancy, please register for an online account and complete the online application form on the GLT website. In the application form you should demonstrate how you meet the requirements set out in the person specification. Include specific examples which support your application. You will have the opportunity to upload additional documents in support of your application if required.

Please ensure you enter your correct email address when registering for your online account. This is the email address we will use to contact you about your application.

Applications must be received no later than 11.59pm on 04/01/2026. Applications received after this date will not be considered. We reserve the right to interview candidates as applications are received and close the advert prior to the closing date should an appointment be made.

## INTERVIEW PROCESS

Interviews will be held shortly after. Shortlisted applicants will be invited by email to attend an interview. References may be taken up after shortlisting. Please indicate on your application form if you are happy for us to do so. As part of your interview, you may be asked to undertake a practical test related to the knowledge and abilities in the person specification.

## TAKING UP POST

The successful applicant will take up the post ASAP.



**GREENSHAW  
LEARNING TRUST**



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