



Wright Robinson College

CEIAG Advisor
(Careers, Education, Information, Advice & Guidance)

RECRUITMENT

INFORMATION



WRIGHT ROBINSON
COLLEGE



OUR

MISSION

STATEMENT

VALUES & ETHOS

Our Values



All members of our college community will be given every opportunity to develop and achieve their full academic potential.



All members of our college community will contribute to ensuring that we provide a safe, secure and caring environment.



All members of our college community will celebrate the diversity of our community and celebrate our successes and achievements as one.



All members of our college community will demonstrate resilience at times of adversity.



All members of the college community will treat others with respect.



All members of the college community will be treated fairly.



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Team Wright Robinson is fully committed to inspiring its students to achieve academic excellence, good character and resilience. This will enable our students to be instrumental in contributing to and shaping British Society in an internationally competitive world.



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A WARM WELCOME

Thank you for your interest in working at Wright Robinson College. I am immensely proud to be Headteacher at the College. In our recent 2021 Ofsted report, we have maintained our 'Outstanding in all Areas' status from 2016. Visitors, and Ofsted comment on the exemplary behaviour demonstrated by our extremely courteous and respectful students and upon the calm and welcoming atmosphere here at Wright Robinson.



We are an 11-16 provision and place ourselves at the heart of the community, a college that prides itself on equipping our students with the knowledge and skills to influence an ever-changing, internationally competitive world.

Staff support, wellbeing and CPD is really important to us here at Wright Robinson which was reflected in our 2021 Ofsted report:

"Staff are exceptionally proud to work at Wright Robinson. They benefit extremely well from leaders' genuine desire to manage workload and care for their well-being. Leaders provide extensive opportunities for teachers to access subject training and to work collaboratively."

We have over half a century's experience in educating young people which is illustrated through our results in public examinations, where our students consistently perform at rates significantly higher than the expected norms.

Students are taught by academic specialists with a passion for their subject, creating an environment where our students

believe that anything is achievable. We place great emphasis on creating leaders, whilst recognising the need to work co-operatively with others.

Our 'Team Ethos' permeates all aspects of college life, a life which here at Wright Robinson is so much more than what happens in the classroom. We seek applicants who can align with our culture of mutual respect, a positive outlook and a 'can-do' approach. The college has state of the art facilities creating, for staff and students alike, an attractive site and a pleasant working environment.

Our sporting successes are nationally renowned and our work in areas such as music, drama and art further enrich the student experience.

I am extremely pleased that you are interested in applying to work at Wright Robinson College and I look forward to receiving your application.

A handwritten signature in black ink that reads "Martin Haworth". The signature is written in a cursive, slightly slanted style.

Martin Haworth
Headteacher



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VISIONS & VALUES



WHO WE ARE

The Flagship Learning Trust was established in 2019 with a vision to improve the academic performance and physical, social and emotional well-being of the students attending our Trust schools. The Trust chose to identify as 'Flagship' as it was founded in Wright Robinson College, which is not only identified flagship PFI school building but the college itself is committed to leading the way in education.

Social mobility, self-belief and teamwork are key elements of the Trust's ethos and purpose. We believe that it is not the academic ability which separates us in life but our character; therefore we work hard through teamwork to develop the following qualities in our students:

- Self-belief – Self esteem**
- Self determination – Self-discipline**
- Self-expression – Self-respect**

Our schools may always be judged by the results they achieve, however we believe that they are defined by their ethos and culture.

FLT VISION (Aim)

Inspire. Believe. Achieve.

The aim of the Flagship Learning Trust is to improve the academic performance and physical, social and emotional well-being of the students attending our Trust schools. The Trust aims to inspire every student to believe in themselves in order to achieve.

FLT ETHOS (Character)

Inspire. Believe. Achieve

The core culture of the Flagship Learning Trust centres around respect, collaboration, teamwork and leadership. We believe that having strong leadership, clear goals and working together in an environment of mutual respect, ultimately results in positive outcomes.

FLT VALUES (Principles)

TEAMWORK

Everyone working together for the common goal. We believe that to have a strong team, every team member is important and their contributions valid.

RAISING ASPIRATION

Encouraging our pupils and staff to aim high in order to achieve their goals.

COMMUNITY

Building relationships with pupils, staff, parents and the areas served by our schools to improve the educational experience for our students.



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Wright Robinson College

Headteacher: Martin Haworth

CEIAG Advisor (Careers, Education, Information Advice and Guidance)

Grade: 6 - £30,825 - £33,945 (Actual Salary term-time only + 1 week £26,543 - £29,229).

Start Date: ASAP

Contract: Full time (35 hours p/w). 8:25am – 3:55pm. Permanent. Term-time only plus 1 week

Apply by: 9:00am Monday 15th April

We have a very rare and exciting opportunity for a careers advisor to join our team. The successful candidate will contribute to developing and delivering professional careers advice and will lead and coordinate the delivery of CEIAG, apprenticeships and work-related learning at the college. This is a key position in a supportive and forward-thinking college offering the opportunity to contribute to our pastoral system and make a substantial difference to the lives of young people in the local area.

Wright Robinson College has been an 'Outstanding School' in every area of the Ofsted Inspection Framework since 2016 and we were immensely proud that our continued 'Outstanding' status was confirmed again in our October 2021 inspection under the new framework. We are fully committed to continuing to further raise academic standards and attainment, across an academic curriculum.

Wright Robinson College is committed to staff development and if you join our team you will be based in a friendly and supportive school with a state-of-the-art building, providing access to the latest resources to facilitate learning. As well as offering you a competitive salary, and access to our BUPA Healthy Minds Employee Assistance Programme, you will be provided with free access to on-site gym and pool facilities, a range of activities designed to support staff well-being and on-site parking. Located one mile from the city centre, on the east side of Manchester, we are easily accessible through local and regional transport links.

Have you got the desire, experience and ambition to join our Team? If so, we would be delighted to hear from you. Informal enquiries can be directed to Ms Ward, Director of HR on 0161 370 5121.

For further information on the position, to see what our staff have to say about working for us and for details on how to apply, please follow the link below:

<https://www.wrightrobinson.co.uk/staff-vacancies/>

All applications should be made via the TES website. We reserve the right to close this vacancy early if we receive sufficient applications for the role. Therefore, if you are interested, please submit your application as early as possible. Unfortunately, we are unable to contact all applicants who have not been shortlisted for interview. If you have been shortlisted, you will be contacted within one week of the closing date.

Statement on Equality

We are an Equal Opportunities Employer and we positively welcome applications from candidates regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

Statement on Safeguarding

Wright Robinson College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. As such, all posts are subject to a safer recruitment process, including online checks and the disclosure of criminal records. It is an offence to apply for the role if the applicant is barred from engaging in regulated activity relevant to children. When appointing new staff, we will ask shortlisted candidates to complete a self-declaration of their criminal record and to provide any information that would deem them unsuitable to work with children.

Criminal Offences

All posts involving direct contact with children are exempt from the Rehabilitation of Offenders Act (Exemptions) Order 1974. However, amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected'. These are not subject to disclosure to employers, and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service website or at <http://hub.unlock.org.uk/wp-content/uploads/What-will-be-filtered-by-the-DBS.pdf>.

Shortlisted candidates will be asked to provide details of any convictions that would not be filtered, prior to the date of the interview. You may be asked for further information about your criminal history during the recruitment process. If your application is successful, this self-disclosure information will be checked against information from the Disclosure & Barring Service before your appointment is confirmed.

GDPR

A copy of our Privacy Notice is available on our website.





Wright Robinson College

Headteacher: Martin Haworth

CEIAG Advisor (Careers, Education, Information, Advice and Guidance): Job Description

JOB TITLE

CEIAG Advisor

SCALE/SALARY

**GRADE 6 - £30,825 - £33,945 (Actual Salary term-time only + 1 week £26,543 - £29,229).
35 hours per week, term-time only**

RESPONSIBLE TO:

Headteacher, Deputy Headteacher.

JOB PURPOSE

- To increase knowledge and understanding of post-16 opportunities for our students.
- To increase the employability of our students by developing their skill set and work related learning experiences.
- To develop effective links with relevant outside agencies, post 16 providers, businesses and universities.
- To embed the principles and ethos of enterprise throughout the college.
- To ensure the college is adhering to statutory guidance for careers education, access for education and training providers and working towards meeting all 8 Gatsby Benchmarks.

Duties and Responsibilities

1. To plan, implement and evaluate an annual development plan for CEIAG, work related learning and enterprise linked to the college's School Improvement Plan.
2. To liaise with parents and carers to support their child into an appropriate post 16 pathway.
3. To setup, develop and maintain strong links with external agencies, business' and universities to allow opportunities for in-college support/experiences and out of college experiences for our students.
4. To develop CEIAG practice in college to reflect national and local initiatives and priorities.
5. To liaise with post-16 institutes and businesses to provide up to date and impartial CEIAG for pupils.

6. To plan and implement a programme of CEIAG on training, employment and enterprise opportunities across all Key Stages to increase the employability and skill set of all our Students.
7. To introduce and develop the use of Koodle throughout the college.
8. To liaise with the SENDCo and year team about appropriate post-16 provision and support students in their application for post-16 placements. (Including applications, CVs, personal statements)
9. Develop work related learning practice in college to reflect national and local initiatives and priorities.
10. To increase the number of our students accessing work experience placements in year 10.
11. To ensure that all students in year 11 have accessed a careers interview and that they are aware of key dates and deadlines.
12. To liaise with businesses and create opportunities for those students identified as at risk of becoming NEET (not in education, employment or training).
13. To ensure students at off-site provision have opportunities for work experience.
14. To develop enterprise practices in college to reflect national and local initiatives and priorities.
15. To use business and university links to develop a programme of enterprise across both Key Stages.
16. To develop the use of enterprise at the college's off-site provision as a teaching tool to engage students back into learning.

The above list of job duties is not exclusive or exhaustive and the postholder will be required to undertake such tasks as may reasonably be expected within the scope and grading of the post.

CEIAG Advisor (Careers, Education, Information, Advice and Guidance): Person Specification

AF – Application Form

SP – Selection Process

Specification	Essential/ Desirable	Method of Assessment
QUALIFICATIONS / PROFESSIONAL MEMBERSHIP		
<ul style="list-style-type: none"> Minimum of 5 GCSE's at Grade C or above (or equivalent) including English and Maths 	E	AF
<ul style="list-style-type: none"> Educated to degree level 	D	AF
<ul style="list-style-type: none"> Level 6 qualification in career guidance and development, or equivalent (or willingness to undertake this) 	E	AF
PROFESSIONAL EXPERIENCE		
<ul style="list-style-type: none"> Experience of working in an educational setting/mentoring young people. 	D	AF
<ul style="list-style-type: none"> Experience of dealing with challenges and difficult situations in a calm and professional manner. 	E	AF, SP
<ul style="list-style-type: none"> Experience of working as a careers guidance advisor 	D	AF
<ul style="list-style-type: none"> Planning and delivering careers events 	D	AF
<ul style="list-style-type: none"> Planning and delivering of IAG and work experience programmes 	D	AF.SP
KNOWLEDGE AND SKILLS		
<ul style="list-style-type: none"> Good working knowledge and understanding of ICT 	E	SP
<ul style="list-style-type: none"> The ability to follow procedures and instructions. 	E	SP
<ul style="list-style-type: none"> The ability to establish and develop successful working relationships with pupils. 	E	SP
<ul style="list-style-type: none"> Ability to prioritise workload with effective decision-making and organisational skills. 	E	SP
<ul style="list-style-type: none"> Ability to maintain resilience, demonstrate understanding and ensure solution-focused thinking. 	E	SP
<ul style="list-style-type: none"> Excellent interpersonal and communication skills 	E	SP

▪ Reflective, resilient, responsive and reliable	E	SP
▪ To be familiar with advice and guidance policy and practice	E	SP
▪ Highly developed inter-personal skills, including networking and negotiating.	E	SP
PERSONAL QUALITIES		
▪ Able to work autonomously, using own initiative	E	SP
▪ Ability to maintain confidentiality in all aspects of work whilst keeping data secure	E	SP
▪ Self-motivated, with the ability to multi-task	E	SP
▪ A commitment to your own continuous professional development.	E	AF
▪ Personal commitment to the college's professional standards, including dress code, as appropriate.	E	AF
▪ The post will require an enhanced DBS clearance.	E	SP
▪ To promote Health & Safety, Safeguarding policies and Equality & Diversity across the Trust.	E	AF



WHY WORK

FOR US?



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Staff Benefits



We have a wide range of employee benefits available to all of our staff in order to attract, retain and contribute towards improving wellbeing. We are always looking at ways in which we can improve our offering to ensure that our benefits are valuable to our staff.

Pension

On joining Wright Robinson, we automatically enrol you into one of our workplace pension schemes, either the Teachers' Pension Fund (TP) or the Local Government Pension Fund (LGPF). Once you are enrolled you will commence paying into your pension via automatic payments from your monthly pay and the Trust will also contribute to your pension. Public sector pensions are renowned for being far better investments than private pensions.

Research day

Each academic year, all staff are entitled to a research day to be taken on a day of their choice.

Positive work environment

An established Pastoral System led by staff who do not have a teaching commitment is in place with a fully embedded Behaviour Policy and rewards system as well as a dedicated and specialist staff network. This has led to an exceptionally positive and rewarding working environment and culture with exemplary student attitudes to learning.

Occupational Health

The Occupational Health Service provides advice and support to all Trust staff focusing on the promotion of health and wellbeing and prevention of ill health at work.

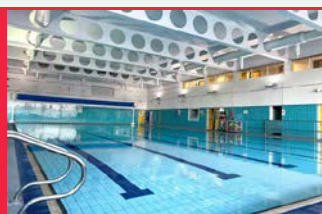
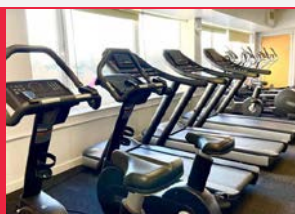
Family friendly support

Enhanced family leave is available to support our staff with family commitments and to maintain a work-life balance. We also consider all applications for flexible working.

Employee Assistant Programme (BUPA)

Face-to-face and/or telephone counselling - up to eight sessions for all employees via BUPA (external confidential provider) and access to a 24/7 health line. Some of the topics that an expert can support with are:

- stress
- bereavement
- coping with change
- financial worries
- anxiety and depression
- substance misuse
- family issues.



CPD/Staff development

We have a strong programme of staff CPD which includes the 'Let's Develop' newsletter published half-termly to all staff. As further professional learning is at the heart of what we do, we provide a comprehensive range of externally accredited programmes and in-house learning and development opportunities to staff at any stage in their career. We also have regular staff promotion opportunities.

Early Careers Teachers (ECT) Programme

The provision for Early Career Teachers is extensive and goes beyond statutory provision. All ECTs are allocated trained subject and professional mentors and in-house bespoke development programme supports development for the full two years. Sessions are tailored to individual staff needs and time is allocated for mentor meetings.

Mental Health First Aiders

We have qualified Mental Health First Aiders in college offering support to anyone who may need it or in the event of a mental health crisis. Mental Health First Aiders are trained to spot the early signs of poor mental health and appropriately sign-post towards treatment and other sources of support.

Wellbeing HUB

Our Wellbeing HUB is home to information regarding health & wellbeing support services available to all staff. We have a member of staff dedicated to wellbeing and the HUB includes information about signposting, Wellbeing Champions, Mental Health awareness, online learning, toolkits, workshops, guidance information and more. All staff are able to access the Headspace app for free.

We take a proactive approach to staff wellbeing by a number of workload reduction strategies including: reduction of meeting times, calendared work-life balance slots, teaching staff do not take detentions, reduction in data drops and we also employ internal cover supervisors to reduce the pressure of lesson cover for absence.

State of the art facilities with On-site gym & swimming pool

All staff can use the on-site gym and swimming pool out of college hours. We also offer fitness classes and sports events/competitions for staff to enjoy.

Cycle to work scheme

Through the Cycle to Work scheme, eligible staff can purchase a new bike paid for through a salary sacrifice arrangement, significant savings in income tax and NI can be made for the employee. We also provide secure cycle parking for staff.

Free on-site car parking

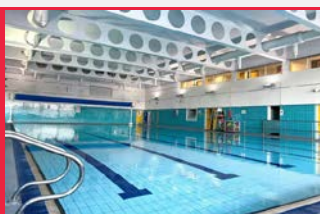
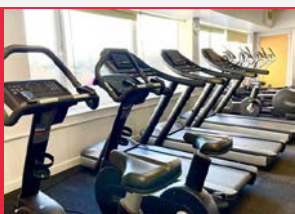
We have a large secure staff car park on the college grounds which is free for staff to use. We also have accessible parking available.

Long-service recognition

Recognition for long service anniversaries.

On-site canteen

All staff have access to an affordable onsite canteen.



Awards and external recognition



At the 2022 North West Educate Awards, held at Liverpool Cathedral, Wright Robinson College were presented with the Award for 'Outstanding Commitment to Sport in a Secondary School'.

It is fantastic to have received the award as recognition for all of the hard work that takes place at the college on a daily basis. The college has an extensive Physical Education and extra-curricular sporting programme, promoting a lifelong passion for physical activity and sport in young people whilst providing a wealth of opportunities for our community here in Greater Manchester.

Big Health 2022

Wright Robinson College was awarded 1st place in the Manchester Healthy Schools 'The Big Health Challenge 2022'. This year's theme was 'What are you as a school community doing to promote positive health & wellbeing with next year's year 7'.



The Goldsmiths' Community Engagement Award 2022



The
GOLDSMITHS'
Community Engagement Award 2022

Wright Robinson College was named as the Silver Award winner of The Goldsmiths' Company Awards for Community Engagement 2022. Created in 2018, the prestigious awards celebrate the unsung work of students going above and beyond to support local communities through volunteer work and charitable initiatives that are overlooked in exam and test results.

SENDIA

Wright Robinson College has received the SEND Inclusion Award (SENDIA). The SENDIA is awarded to schools who deliver high-quality education for pupils with SEND. Compliant with the SEND Code of Practice, the award framework focuses on removing barriers to learning through early identification, inclusive teaching and leadership. The college has fully evaluated impact in order to improve classroom practice and pupil outcomes.



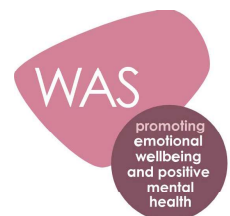
EPDA

Wright Robinson College has received the Excellence in Pupil Development Award (EPDA). This award offers a structured framework to evaluate and enrich our pastoral curriculum. The award evidences that the college is successful in developing pupil's personal attributes and attitudes, such as self-confidence, resilience and self-discipline and preparing pupils for life in modern Britain.



WAS

Wright Robinson College has received the Wellbeing Award for Schools (WAS). This award focuses on changing the long-term culture of the whole school. Using an evidence-based framework to drive change, it helps schools to deliver staff and pupil wellbeing, review staff training and revise school policies. This award is evidence that that mental health and wellbeing sit at the heart of life at Wright Robinson.



School Games Platinum 2021/22 - 2022/23

In July 2022, Wright Robinson College was one of only 3 Greater Manchester Schools who were awarded the Platinum School Games Mark.



NWCPEA (North West Counties PE Association)

Wright Robinson College has been awarded the Gill Parry Best Practice in PE Award 2021.

The PE department developed the 'My mind my body' to increase awareness of the importance of physical activity on the mind and body, with a focus on the physical, mental and social benefits.



OFSTED REPORT

OUTCOME

Wright Robinson College was inspected in October 2021 and continues to be an outstanding school.



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WHAT IS IT LIKE TO ATTEND THIS SCHOOL?

Pupils are proud to be part of this exceptional school. They are adamant that it is a safe, happy and harmonious place to learn. Pupils thoroughly enjoy coming to school to learn. They say, 'Every aspect of school life is about teamwork.'

All pupils, including pupils with special educational needs and/or disabilities (SEND), achieve exceptionally well. The ambitious curriculum motivates and engages pupils to work extremely hard. Staff have very high expectations of each of them.

Pupils concentrate fully on their learning. They relish the opportunity to master new challenges. Pupils are highly appreciative of the learning opportunities that teachers provide. Pupils are fiercely proud of their successes.

Behaviour is exemplary. Pupils are extremely courteous and respectful. Pupils of all ages get along exceedingly well. They are accepting of each other's differences. Pupils have no concerns about bullying. They said that it would be 'out of the ordinary'. Should any bullying occur, pupils are confident that teachers will 'shut it down immediately'.

Pupils spoke with great pride about the extensive range of leadership, charitable and enrichment opportunities on offer. They delight in developing new skills and in finding new ways to contribute to the wider community. Pupils develop into highly confident, articulate and responsible young adults who are ready to 'shine' in the world.

WHAT DOES THE SCHOOL DO WELL AND WHAT DOES IT NEED TO DO BETTER?

Leaders, governors and trustees have created a distinctive school with a clear purpose. They are deeply committed to ensuring that every pupil can flourish, irrespective of their personal circumstances. A culture of high aspirations and a can-do approach to learning pervade the school.



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