



# Careers and Aspirations Leader Applicant Information Pack

December 2025

# Headteacher's welcome

## Welcome to Q3 Academy Great Barr

Thank you for considering Q3 Academy Great Barr as the next step in your professional journey. We are proud to be a vibrant, inclusive community where every member is valued, and every student is empowered to thrive.

At the heart of our Academy lies a clear and compelling mission: to be the most inclusive, best-performing school in our local area. This ambition is not just a statement—it is a daily commitment that shapes our culture, our curriculum, and our relationships.

We live this mission through our core values of CARE:



**Community** – *We are stronger together. We foster a sense of belonging where every voice is heard and every individual is respected*



**Ambition** – *We set high expectations for ourselves and our students, striving for excellence in all that we do*



**Respect** – *We treat one another with dignity and kindness, creating a culture of mutual trust and understanding*



**Excellence** – *We pursue the highest standards in teaching, learning, and leadership, always seeking to improve and innovate*

These values are not just words—they are the principles that guide our decisions, shape our relationships, and define our school culture.

If you are passionate about education, committed to inclusion, and eager to make a meaningful impact, we warmly invite you to join us. At Q3 Academy Great Barr, your talents will be valued, your growth will be supported, and your work will help shape the future.

**Mr Chris Bury**  
**Headteacher**





# About our Academy



As a mixed comprehensive academy with a dynamic Sixth Form, Q3 Academy Great Barr serves a vibrant and culturally diverse community of nearly 1,200 wonderful students.

Our gorgeous new buildings are surrounded by open, picturesque fields and woodlands, and the Academy offers a stimulating setting for teaching and learning. Our facilities are designed to inspire, with state-of-the-art classrooms and resources that support a rigorous, knowledge-rich curriculum. This curriculum is carefully crafted to challenge students, develop critical thinkers, and prepare them for successful futures.

Professional growth is embedded in our culture, and Q3 Academy Great Barr presents unparalleled opportunities for students and staff. If you are an educator passionate about shaping the future generation, you will be joining a community where education is valued, diversity is celebrated, and personal development is prioritised. This is a place where your talents will be valued, and your career can flourish.

We are proud to be part of The Mercian Trust, which provides us with access to wider resources, professional development, and a network of educators focused on pioneering teaching and learning methods, including digital transformation. Join us for an opportunity to be at the forefront of a transformative educational approach that champions collaboration, innovation, and excellence in teaching and learning.





# Why work here?

- ✓ Join an incredible team of friendly and supportive staff
- ✓ Work with our amazing students in a positive learning environment supported by a centralised behaviour system
- ✓ Manageable marking
- ✓ Supportive feedback culture with no high-stakes observations
- ✓ Rich culture of professional learning, with a high-quality CPD programme
- ✓ Fully resourced curriculum
- ✓ Three-week Christmas break
- ✓ Visible and supportive SLT
- ✓ Modern laptops for staff and visualisers in every classroom
- ✓ Connect and unwind with regular social activities
- ✓ Access to UK Healthcare benefits, supporting your optical and dental care needs and including a free annual flu vaccination
- ✓ Free car parking on site
- ✓ Enjoy exclusive discounts and benefits through an online platform, including a cycle to work scheme



# Staff testimonials



“Q3 Academy Great Barr is a great place to work because students appreciate you as a teacher. Often students will thank you for your lesson and I love working with them as a team. It is not just a workplace but a hub of professionals who are always happy to support and encourage others. I feel part of a family rather than one of many.”

– *Teacher of Science (2024)*

“Lots of places promote the idea of students and staff being at the very heart in all that they do. Well, come see a place that actually does that. Visit us and see the smiles, you won't want to leave!”

– *Teacher of French (2024)*

“I am grateful for the amazing opportunity to work as a teacher at Q3 Academy Great Barr. What sets us apart is the unwavering support from all staff members, from teachers to administrators. Everyone is approachable and always willing to help, making me feel valued and appreciated. Every day is a joy to come to work.”

– *Teacher of Geography (2024)*

# Job Description

<b>Title:</b>	Careers and Aspirations Leader
<b>Reports To:</b>	Assistant Headteacher (Safeguarding and Personal Development)
<b>Grade:</b>	Grade 6 (SCP 15 – 23)
<b>Salary:</b>	£26,604 - £30,512 (actual salary)

## Job Purpose

Q3 Academy Great Barr is looking for an enthusiastic Careers and Aspirations Leader who will play a pivotal role in developing and delivering a high-quality careers, education, information, advice and guidance (CEIAG) programme. This role is responsible for ensuring full compliance with all statutory requirements, including the Gatsby Benchmarks and the Baker Clause, and for fostering a culture of aspiration and achievement amongst all students.

The Careers and Aspirations Leader will lead on the development of strategic partnerships with employers, further and higher education providers, and the wider community, ensuring that every student has access to meaningful opportunities and experiences that support their future pathways. Through effective leadership, collaboration, and innovation, the Careers and Aspirations Leader will help to ensure that no child is left behind in their academic or personal development.

Think big and aim high! We are looking for someone to transform the lives of our young people through innovative ideas and a real passion to inspire our students to achieve beyond what they think imaginable.

## Key Duties and Responsibilities

- Lead the Academy's full compliance and delivery of all Gatsby Benchmarks and the Baker Clause to an excellent standard.
- Monitor effectiveness of our provision through quality assurance activities and audits.
- Provide careers guidance, advice, and interviews.
- Oversee Work Experience programmes, including planning, preparation and delivery of meaningful encounters and interactions, and initiatives.
- Careers and event planning and administration.
- Maintain and further develop links across the community, nationally, and internationally as to provide far-reaching and broad enrichment opportunities for students.
- Establish and implement clear policies and practices in relation to all aspects of Careers Education to ensure equality of access for all students, especially vulnerable students and minority groups.
- Lead the Academy's aim of achieving zero NEETs.
- Attend Academy events, lead and accompany visits and trips, conduct home visits as required, and supervise students as directed.
- Develop and lead our careers strategy to ensure effective, appropriate, and timely careers guidance and support across all Year Groups and for parents/carers.
- Involve the wider community in our careers programme and keep stakeholders up-to-date.
- Maintain our Provider Access Policy and other relevant policies and guidance.
- Record, monitor and maintain, and report the destinations of Year 11 and Post-16 students.



- To deliver effective, safe, and prompt first aid and maintain the relevant qualifications.
- Keep abreast of national changes to careers education and guidance and respond appropriately.
- Other duties as deemed appropriate by the Senior Leadership Team.

### **Wider Professional Effectiveness**

- Participate and actively engage in CPD, demonstrating ongoing improvement as a result.
- Liaise appropriately with colleagues.
- Participate in networking and building relationships with employers, further and higher education providers, and alumni.

### **Role Model**

- Ensure that 'no student is left behind', in their academic and personal development.
- Conform to the Academy's Dress Code for staff and demonstrate exceptional standards of presentation, conduct, and time keeping.
- Build team commitment amongst students and staff alike.
- Engage and motivate the community to be their best by doing your very best with a positive approach.

### **Additional Components**

- Administrative duties in line with the role.
- To consistently uphold the Academy's aims and strive to attain Academy targets.
- To work in an enthusiastic, cooperative, and polite manner to enhance the Academy's reputation.
- To work with students in a courteous, positive, caring, and responsive manner.
- Play a full part in the life of the Academy's community, to support its distinctive mission and ethos, and to encourage staff and students to follow this example.
- Carry out duties in line with all policies and promote a positive, harmonious working environment.
- The job purpose and key tasks above are indicative and not exclusive, flexibility is important.

### **Health and Safety Responsibilities**

- All staff have a responsibility to be aware of, comply and act upon the Health and Safety Policies of the Academy and Trust, and to undertake risk assessments as appropriate.
- The Academy site is a designated no smoking site (this includes electronic cigarettes and vapes).

*This job description is not an exhaustive list of tasks, and the successful candidate will be expected to perform additional duties that are commensurate with the grade.*

**The Mercian Trust is committed to safeguarding and promoting the welfare of children. All post holders are subject to a Satisfactory Disclosure & Barring Service Check. Satisfactory employment references and identification and qualification checks will be required before commencing duties.**

# Person Specification

	Essential	Desirable	Assessed
<b>Qualifications</b>			
Grade C+/4+ in GCSE English and Maths or equivalent	✓		A
Level 6 Careers Leader Diploma (or be willing to undertake)		✓	A, I
First Aid (or be willing to undertake)		✓	A, I
<b>Professional Experience, Knowledge, and Understanding</b>			
Experience working in an educational setting	✓		A, I, R
Experience inspiring young people to excel	✓		A, I, R
The ability to handle and produce data in a useable format	✓		A, I, R
Experience coordinating with external organisations	✓		A, I, R
Experience in working quickly under pressure	✓		A, I, R
Experience of planning and coordinating events/meetings	✓		A, I, R
<b>Knowledge and Skills</b>			
Strong IT skills, including Microsoft Office suite	✓		A, I, R
Knowledge of data protection regulations (e.g., GDPR)	✓		A, I
Ability to maintain accuracy and attention to detail	✓		A, I, R
Understanding of safeguarding policies and procedures	✓		A, I
Excellent organisational and time management skills	✓		A, I, R
Effective communication skills, both written and verbal	✓		A, I, R
Ability to work collaboratively with colleagues	✓		I, R
Ability to handle multiple tasks and prioritise workload	✓		I, R
Proficiency in using student information systems		✓	A, I, R
<b>Personal Qualities</b>			
Commitment to the wellbeing of our community	✓		I, R
Professionalism and confidentiality	✓		I, R
Flexibility and adaptability with a positive, inclusive approach	✓		I, R
Commitment to equity, diversity, inclusion, and belonging	✓		I, R
Exceptional customer service orientation	✓		I, R
Ability to serve as a role model through professional conduct	✓		I, R
Confidence and willingness to challenge poor practice	✓		I, R
Promotion of our CARE Values	✓		I, R

A = Application Form, I = Interview, R = Reference



# How to apply

To apply for this role, please submit an application form on our [recruitment portal](#).

## Key dates

Deadline for applications	Sunday 4 <sup>th</sup> January 2026
Interviews	w/c Monday 5 <sup>th</sup> January 2026

## Visiting the Academy

If you would like to arrange a visit before you apply, please contact Mrs Drummond, Office Manager at [c.drummond@gbr.merciantrust.org.uk](mailto:c.drummond@gbr.merciantrust.org.uk)

