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| Post Title | **Careers and Guidance Advisor**  |
| Place of Employment | **Aston Academy / Swinton Academy**Aston Community Education Trust |
| Hours of Work | **37 hours per week,** term time plus 5 daysIncluding working 2 out of 5 INSET days each academic year as directed by the school, with availability to work any or all of the remaining 3 INSET days at short notice should the need arise, and for which additional payment will be made |
| Salary | **Band G** points 19 - 23 **Pro rata salary £22,541 - £24,541** *(based on a full time salary of £25,481 - £27,741)*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** |

ACET is a forward thinking and rapidly developing multi-academy trust. We are seeking to appoint a talented and skilled Careers and Guidance Advisor, to provide impartial careers information, advice, guidance and support to students, particularly within years 9 – 13, 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 Post-16 team, 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, as well as leading the UCAS Progress application process.

The post-holder will work in Aston and Swinton (likely to be 3 days in Aston and 2 days Swinton per week initially, which will be variable dependent on need). There may, on occasion, also be the requirement to support in other academies within the Trust.

For further information and to apply, please visit [www.astonacademy.org](http://www.astonacademy.org) or [www.swintonacademy.org](http://www.swintonacademy.org) and follow the link to the vacancies section. Please contact Melanie Denton if you have any difficulties on 0114 2872171. Applications should be returned to vacancies@astoncetrust.org by 9.00am on Monday 11th October 2021.

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)

ACET is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.