



**THE BISHOP
FRASER TRUST**

A CHURCH OF ENGLAND MULTI ACADEMY TRUST



Canon Slade School

Careers Development Co-ordinator (CEIAG)

Grade E SCP 11 – 17 (£27,269 - £30,060) FTE

Actual Salary £23,350 - £25,740

Upon completion of Level 6 CEIAG qualification

Grade F SCP 17 – 23 (£30,060 - £33,366) FTE

Actual Salary £25,740 - £28,571

37 hrs per week

Term Time plus 5 days

Permanent Contract

Required 6th January 2025

Are you prepared to work collaboratively and openly for the benefit of young people?

If so, Canon Slade School would love to hear from you!

We are a very popular and successful Church of England Academy of 1,760 students (335 in the Sixth Form). Our students progress onto world-class universities and institutions to further study or gain apprenticeships and employment. Our aim is to fulfil individual potential and prepare pupils for life in a rapidly changing world by providing an excellent education within a Christian environment.

Canon Slade School is a member of the Bishop Fraser Trust, a C of E multi academy trust established in 2017. This is an exciting time to join us as it provides a great opportunity to work closely with the other three High Schools in the MAT - St James's C of E High School, Bolton St Catherine's Academy and Bury C of E High School; sharing good practice and building on our ongoing progress.

Main Duties:

- To provide advice and guidance to support students to identify and explore their career development needs and associated educational pathways.
- To organise effective work experience and work-related learning programmes to motivate students, help raise their aspirations and hence raise achievement.

- To ensure the Academy meets its statutory duties in relation to CEIAG.

The successful candidate will be someone who:

- Is a great team player, friendly, and professional
- demonstrates personal integrity, confidentiality and professionalism and role models those personal qualities we expect to see from our colleagues and our students
- Is someone who has an excellent track record in their own work and in leading and inspiring others;
- has the ability and willingness to work flexibly to meet the demands of the role
- is able to work independently, under pressure and to deadlines
- Is someone who is pupil centred and motivates pupils to strive for excellence;
- Will quickly build rapport and effective professional relationships with both our young people and colleagues
- has the ability and willingness to work flexibly to meet the demands of the role
- Demonstrates personal resilience and role model those personal qualities we wish to instil in our young people

The working hours will be:

Monday – Friday, 8am – 4pm (one day, to finish at 3.30pm)

In return we can offer:

- Funding and time to complete the Level 6 CEIAG qualification
- A supportive and encouraging staff team
- A paid premium to a Healthcare Cash Plan to claim back contributions towards dental, optical and other medical costs
- 24/7 access to an Employee Assistance Programme
- Fantastic facilities

Application information:

For more information visit our website www.canon-slade.bolton.sch.uk or contact our Business Operations Team on 01204 333343 or by emailing HR@canon-slade.bolton.sch.uk

To apply please complete the attached **application form** and email to recruitment@thebishopfrasertrust.co.uk – please do not send CV's as they will not be considered.

The Bishop Fraser Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to child protection screening including an enhanced disclosure from the Disclosure and Barring Service and also past employment checks. We are an equal opportunities employer. References will be sought prior to interview.

Closing Date: Tuesday 26th November 2024 @ 9.00am

Interviews: TBC