

Careers. Employability and Development Advisor

Permanent – 37 hours per week – 39 weeks per year

Grade 7 (£19,405 - £20,491 actual salary)

The Castle Rock & Newbridge Schools

JOB OVERVIEW

The Careers, Employability and Development Officer plays a crucial role in helping students succeed in next step planning. We support students with the development of employability skills, advice on career options and pathways, applying for jobs and work experience, meeting employers, and finding opportunities.

JOB REQUIREMENTS:

In this role you will develop a range of focussed activities to make a significant impact on the employment prospects of our students. You will collaborate with academic departments to meet the employability needs of their students through a programme of curriculum delivery, extracurricular activities and 1:1 guidance. You will enhance the career development of students at all stages of study and take a data informed approach to deliver impactful careers provision.

You will develop appropriate e-learning resources to support career development learning such as online tutorials and sessions, webinars, short films etc. to help engage and meet the needs of a large and diverse student community.

THE RIGHT CANDIDATE WILL:

- Be a team player
- Be organised and methodical in their approach
- Be able to remain calm and efficient under pressure
- Have a flexible, enthusiastic and solution-led attitude.
- Be reflective and have a desire to work effectively in partnership with colleagues, students, parents and outside agencies.
- Have a desire to set high expectations, embrace change and challenge and support all members of the team

The Lionheart Educational Trust is a renowned family of fourteen schools based in and around Leicestershire. We strive to provide the highest quality education in each of our unique schools, raising the attainment of our talented students and reflecting the local communities of which they are a part. We are well supported by our Trust and our local Governing Body; ensuring we create to develop and improve.

Method of Application

To find out more about this exciting opportunity, please visit the vacancies page on our website.

The closing date for receipt of applications is 9:00am, 6th January 2023.

Interview date to be advised, expected to take place week commencing 12th January 2023.

The Trust strives to be a diverse and inclusive place where all staff have a seat at the table: a seat to be free, a seat to inspire, a seat to challenge and a seat to succeed.

We currently have staff networks for staff who are Black, Asian and Minority Ethnic (BAME), Lesbian, Gay, Bisexual, Trans, Queer + (LGBTQ+), staff who would describe their background as working class and staff with a disability.

The successful candidate will have to meet the requirements of the person specification, job description and will be subject to an enhanced DBS check. The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.