



**Lord Grey Academy**

Lord Grey Can



## **CAREERS OFFICER**

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“Lord Grey Academy is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to demonstrate this commitment in every aspect of their work.”





# Lord Grey Academy



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### Advertisement

#### **CAREERS OFFICER**

**Permanent**

**37 hours per week**

**Monday - Thursday – 8.30am – 4.30pm**

**Friday - 8.30am - 4.00pm**

**38 term time weeks + 5 training days per annum and 5 further additional days during August to support with Examination Results**

**Tove Learning Trust Band H/I £28,624 - £36,124 FTE  
dependent upon qualifications and relevant experience**

**Actual annual starting salary range: £25,251 - £31,867 per annum**

We require for Easter 2025, a Careers Officer at Lord Grey Academy.

The successful candidate will need to be able to deliver 1 to 1 and small group careers guidance and therefore a Qualification in Career Development (QCD), or a completed Level 6 Career Development Professional qualification via an Apprenticeship is essential for the role. Candidates who are on track to complete the aforementioned qualifications by September 2025 are also welcome to apply.

The successful candidate will be:-

- a strong communicator;
- caring and empathetic when working with teenagers;
- focussed on excellent destinations for youngsters;
- well organised, tenacious, dedicated and confident;
- an excellent role model for Lord Grey Academy students.

A candidate information booklet and application form are available on the vacancies section of Lord Grey Academy's website:

<http://www.lordgrey.org.uk/general-information/vacancies/>

Please note the application form is available on the right hand side of the above link.

Completed application form and covering letter should be submitted to Human Resources at Lord Grey Academy or emailed to [hr@lordgrey.org.uk](mailto:hr@lordgrey.org.uk) by 9am on Monday 17th March 2025.

Only successfully short listed candidates will be contacted.

Interviews will be held on Thursday 20th March 2025.





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**Join an Academy part of a highly supportive and growing MAT.** Lord Grey joined Tove Learning Trust in April 2018 and is situated in Bletchley on the outskirts of the growing city of Milton Keynes. We achieved our GOOD OFSTED status in Summer 2022. Since then we have gone from strength to strength with improving GCSE and level 3 results; a football partnership with Paris St- Germain and winners of MK Inspiration Awards 'Inspiring Secondary School' 2023 and MK Educations Awards 'Secondary School of the Year'; 'Maths Team of the Year' and 'Lifetime Achievement Award' November 2023. The right candidate will join us on our exciting journey and enable us to continue to provide a great education for our amazing students as we prepare them for adult life. We have a strong collegial team who create a real atmosphere of collaboration and community who embody - Lord Grey Can!

### **Tove Learning Trust**

The trust is committed to ensuring that all students achieve as highly as possible and we work hard to offer stimulating environments that enable every learner to progress and flourish. We have a small central team and a committed Board of Trustees that are focused on delivering outstanding outcomes. We aim to have academies that are excellent communities of learning where students thrive on success. There are seven secondary schools and one primary school in this growing Trust.

*The Academy is committed to safeguarding children. The successful applicant will require an enhanced DBS check.*





### JOB DESCRIPTION

Role:	Careers Officer
Responsible to:	Vice Principal Curriculum and Personal Development
Based at:	Lord Grey Academy
Hours:	37 hours per week, 40 weeks per year
Grade:	Grade H/Grade I, points 14 to 26

#### Job Context

To carry out duties as a Careers Officer to work with individual students aged 11-19, providing high quality impartial information, advice and guidance to help people make realistic choices about education, training and work and impartial information, advice, advocacy and practical support and by brokering the access to services that individuals might need. To support teaching staff and tutors to raise the quality of careers information within the students' curriculum and to organise events for groups of students both on and off site to enhance their experience and understanding of what their futures may be.

#### Key Responsibilities

- To draw up and implement a Careers Plan in conjunction with the Careers Leader;
- To provide general high quality impartial information, advice and guidance to students about a range of issues, such as careers, education, employment and training, housing, money, health, employability skills, university and college applications, job applications and N.I. issues;
- To organise events for students to meet employers and other organisations;
- To work with SEND students to help their career profile in terms of their complex learning and emotional needs;
- To plan and coordinate work experience and Unifrog;
- To track students' intended and actual destinations and keep records of interactions and decisions securely and logically.

#### Job Description

##### **To provide general high quality impartial information, advice and guidance to students.**

1. To interview students one to one or in small groups, finding out needs and other key information, recording outcomes and following up where necessary;
2. To manage a caseload of students;
3. To be an advocate for young people;
4. To use IT for administrative tasks, such as recording interactions with and tracking clients (students);
5. To use computer-aided guidance packages, skills assessment tools, psychometric tests and personal inventories;
6. To plan and organise careers fairs and conventions;
7. To keep up to date with labour market information, legislation, and professional and academic developments by visiting employers, training providers and training events run by educational and professional bodies;

##### **To provide information, advice and guidance about a range of issues, such as careers, education, employment and training, housing, money, health, employability skills, university and college applications, job applications and N.I. issues**

1. To assist young people in drawing up action plans for employment, education and training and supporting them to achieve these goals;
2. To research careers, options and support organisations to meet young people's needs;
3. To run small group sessions or larger presentations on all aspects of careers work and topics related to personal development;



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4. To liaise and negotiate with other organisations on behalf of young people;
5. To be available on Sixth Form results days, Year 11 results day and at open evenings, presentation/options evenings and careers evenings as relevant;
6. To arrange and monitor interventions for year 10 and 11 students who are at risk of becoming NEET (Not in Employment, Education or training). To work with Youth MK to ensure they all have a destination post-16.

### **To work with SEND students to help their career profile in terms of their complex learning and emotional needs**

1. To work with families and carers to access and facilitate the young person's wider support network;
2. To monitor NEET figures and to take responsibility for ensuring NEET data is accurate, up to date and that potential NEETs are followed up and moved on to a suitable pathway

### **To plan and coordinate work experience and Unifrog**

1. To plan and organise the work experience programme for students
2. Liaise with providers and students to secure work experience placements
3. Track student progress and outcomes from work experience.

### **Reporting and Record Keeping**

1. To keep up-to-date records, in a confidential manner, in line with school guidelines and protocols and on compass+;
2. To contribute to whole school initiatives and targets, and deliver and/or co-ordinate targeted group work, in negotiation with other pastoral staff;
3. To produce summary reports to Leadership Team, as requested, on caseloads and other relevant statistics;
4. To join in the school's performance management reviews for support staff on an annual basis. To undertake and relevant and identified CPD;
5. To record and administer Work Experience and Work Related Learning;
6. To comply with any other reasonable requests from the Principal when there are exceptional circumstances

Tove Learning Trust expects its employees to work flexibly within the framework of the job description. This means the post holder may be expected to carry out work that is not specified in the job description but which is within the remit of the role, duties and responsibilities.

Tove Learning Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff & visitors to share this commitment.

Signed \_\_\_\_\_ Date \_\_\_\_\_



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### PERSON SPECIFICATION

Experience/Knowledge	Essential	Desirable	How evidenced
Experience of two years or more of working with students in a careers advice environment for 11-19 age range		✓	A R
Experience of work experience programmes		✓	A I R
To have experience of working with Compass+		✓	A I R
Technical Job Related Skills	Essential	Desirable	How evidenced
Ability to provide high quality impartial information, advice and guidance to students	✓		A I R
Ability to communicate effectively	✓		A I
Sound organisational skills	✓		A I
Excellent IT skills	✓		A I R
Personal Job Related Skills	Essential	Desirable	How evidenced
Commitment to professional standards	✓		A I
Ability to work under pressure	✓		A I
Accuracy and attention to detail	✓		A I
Confidentiality	✓		A I
Team orientated	✓		A I
Flexibility and openness to 'go the extra mile' for students	✓		A I
Ability to work in a thoughtful and compassionate way with SEN students	✓		A I
Education/Qualifications	Essential	Desirable	How evidenced
Level 7 in Careers		✓	A
Degree		✓	A
A Levels	✓		A
Willingness to undertake further work related training	✓		A I

A – Application form I – Interview R – Reference

Signed \_\_\_\_\_ Date \_\_\_\_\_