



**Lord Grey Academy**  
Lord Grey Can



## **CAREERS OFFICER**

**Required for as soon as possible**

### **Application pack contents**

- Advert
- Information about Tove Learning Trust
- Why work at Lord Grey
- A job description
- A person specification

“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 £29,540 - £37,280 FTE  
dependent upon qualifications and relevant experience**

**Actual annual starting salary range: £26,060 - £33,033 per annum**

We require as soon as possible, 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. We will also consider candidates with Level 4 qualification who have applied for a L6 Careers Guidance qualification.

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 22 September 2025. Interviews will be held on Wednesday 24 September 2025.

Only successfully short listed candidates will be contacted.





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### Tove Learning Trust

Tove Learning Trust (TLT) is a highly successful multi-academy Trust with primary, secondary and alternative provision schools across the West Midlands, Northamptonshire and Milton Keynes. We are a cross phase trust providing a high-quality education for over 11,500 children between the ages of 4 and 18. Within our family of schools we have four primaries, nine secondaries and two alternative provision schools.

As an employer of choice, we recognise every colleague is an individual, we value diversity, and work as a team to remove barriers to equity. We know that when you are 'the best you', whatever your role is with the Trust, you will transform students' lives.

The Trust is committed to ensuring that all children 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 children thrive on success.

You will have access to a team of school improvement directors specialising in Maths, English, Science,

Humanities, EYFS and SEND & Inclusion. Our outcomes in the vast majority of our schools exceed national expectations and many of our schools are rated Good or better by OFSTED.

#### Employee Benefits:

- Teacher & support staff pension schemes
- Continuous Professional development (CPD)
- Training School Alliance
- Networking opportunities
- Specsavers eyecare voucher
- Free Flu vaccine
- Employee Assistance Programme (EAP)
- Medicash - Health Cash Plan:
  - 24/7 GP Appointments & prescription services
  - Dental treatment
  - Optical care
  - Physiotherapy
  - Skinvision - skin health tracker
  - A range of essential healthcare expenses
  - Exclusive discounts on shopping & travel

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





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### Why work at Lord Grey?

At Lord Grey we have a strong sense of team. Staff support each other well and we have good systems and processes to make working as effective and efficient as possible. We have a strong commitment to supporting staff so that they can manage the very important work that we do. We don't underestimate the responsibility and sometimes stress that comes with working in a busy school environment.

#### How we support staff at Lord Grey

- A strong sense of belonging and a shared belief that all at Lord Grey Can!
- Visible Leadership Team who are on hand to listen and support.
- Everyone has the highest expectations of behaviour supported by the Lord Grey Way and Climates for Learning with all staff reinforcing those expectations.
- A clear system of rewards and sanctions which is applied consistently which minimises disruption to learning and celebrates successes.
- Excellent pastoral support offered through our year teams.
- Specialised personalised CPD for all staff through the GROW model.
- Time for staff to put new things into action and a very careful approach to avoid initiative overload.
- Regular Staff, Faculty and Pastoral briefings to support good communication.
- Headlines – a weekly whole staff email containing all the important information which reduces the number of emails in your inbox. No emails outside of work hours.
- Comprehensive support for ECTs with dedicated mentors and regular meetings.
- Performance Management is tailored to faculty and individual needs. Data targets are not used punitively but aspirationally.
- We are constantly streamlining all systems and processes so they take less time.
- Open door Principal - no concern is ever too small.
- Countless opportunities to get involved with the wider life of the Academy - Duke of Edinburgh, school performances, sports teams, music etc.
- Contributions of staff recognised through our colleague to colleague recognition awards and student thank you cards.
- There are regular staff wellbeing events organised for staff.

Lord Grey Academy is also in a great location. The Academy is situated on a large site in West Bletchley on the southern side of Milton Keynes. Bletchley itself is the home of 'Bletchley Park', where the WW2 'Enigma' code was broken – this site of historical importance and tourist attraction is just a few minutes' walk from the Academy.

Bletchley is a lively town on the outskirts of Milton Keynes, and offers plenty of accommodation, good shopping and good rail links to London and Birmingham. Milton Keynes is centrally placed with excellent transport links, by both road and rail, to the rest of England. Milton Keynes is one of the fastest growing cities in Europe and has superb shopping, many bars and restaurants and a very good theatre. With excellent cinemas, Xscape and the Snow Dome, MK Dons FC and a range of other leisure options, there is plenty to do in Bletchley and Milton Keynes. For those who prefer the countryside, there are many beautiful Buckinghamshire and Northamptonshire villages on the periphery of Bletchley.



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### JOB DESCRIPTION - CAREERS OFFICER

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

##### **Responsibility Area 1 - 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;



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**Responsibility Area 2 - 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;
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.

**Responsibility Area 3 - 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

**Responsibility Area 4 - 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.

**Responsibility Area 5 - 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 \_\_\_\_\_





### 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