

CANDIDATE INFORMATION PACK



Heckmondwike
Grammar School

JOB TITLE Careers & Work Related Learning Advisor

Are you an enthusiastic and suitably qualified Careers & Work Related Learning Advisor?

Then this will be the job for you.

To provide impartial careers education, information and guidance (CEIAG) to our students, in accordance with statutory requirements and guidelines.

We are advertising this role as full time, 37 hours per week, but we are open to accepting applications that would like to be considered for this post, but would prefer to work between 23 to 37 hours, salary would be adjusted accordingly to reflect these hours. Please state your preference on the application form.

We reserve the right to close the date for applications earlier than advertised should we receive a high number of applications. It is therefore advised that interested candidates apply early.

SALARY

SCP 25-29
£30,095 to £33,486 pro rata
(£26,838.72 to £29,862.81
actual salary)

TERM/ HOURS

37 hours per week Term Time
(including 5 training days), and
10 additional days made up
of support around the exams
results period and occasional
evenings as required.

Working hours to be agreed
with post holder.

CLOSING DATE

9am Monday 5th September
2022



HECKMONDWIKE
GRAMMAR SCHOOL

THE SCHOOL IS COMMITTED TO SAFEGUARDING AND PROMOTING THE WELFARE OF CHILDREN AND YOUNG PEOPLE AND EXPECTS ALL STAFF TO SHARE THIS COMMITMENT. OFFERS OF EMPLOYMENT ARE SUBJECT TO TWO SATISFACTORY REFERENCES, A SIX MONTH TRIAL PERIOD AND AN ENHANCED DBS DISCLOSURE. WE ARE AN EQUAL OPPORTUNITIES EMPLOYER.

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GRAMMAR SCHOOL

Careers & Work Related Learning Advisor

Department Information

Department Information

At Heckmondwike Grammar School Academy Trust we have a dedicated Careers Resource Centre where students have access to ICT facilities, the latest careers software and an extensive range of literature. The centre is open throughout the school day.

Professionally qualified and experienced careers staff are employed by the school to offer careers advice and guidance.

Students can request individual careers appointments, outside of school hours. Careers Advisers are also available for consultation at parents' evenings for pupils in all year groups.

We have constructed a very useful careers website, which provides relevant information and links to assist students and their families in making well-informed decisions about their future Higher Education and Career choices. The website also sign posts students to The National Careers Service help-line and website, as well as other independent and impartial sources of careers guidance. The careers team also maintain a SharePoint and Twitter account and contribute regularly to weekly school newsletters for parents and students.

Careers Education is an integral part of the school Personal Development programme. To complement the careers programme we also have a well-established programme of guest speakers from Higher Education and Industry.

The Careers Department holds The Quality in Careers Standard and is working towards meeting all Gatsby benchmarks in full.

What Will You Bring To The Role?

- Initiative and ability to prioritise, organise and manage own workload
- Ability to work effectively to timescales and deadlines
- Ability to communicate effectively with staff and students at all levels
- Ability to contribute to the wider school life
- Energy and enthusiasm
- Suitability to work with young people

Specific responsibilities are set out in a detailed job description.

In return we can offer:

- Interesting work as a key member of a supportive team
- A learning-centred school where the best possible practice is the priority
- The opportunity to develop personally and professionally
- A vibrant, supportive community of like-minded individuals

Why Should You Apply?

Heckmondwike Grammar School is a unique school, with students who are eager to learn, keen to know more and want to enjoy their educational experiences. It is exceptional in many ways: a very diverse school community that produces results of the highest quality. We work effectively with the young people, really care about them and their futures and have an ultimate success measure of enabling them to proceed to where they want to go.

In return, we offer a competitive salary and membership to a Local Government pension scheme.

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How Should You Apply?

If you are interested in this position then please visit the vacancies section of our website www.heckgrammar.co.uk/vacancies.

Completed applications should be sent by email to: recruitment@heckgrammar.co.uk.

Further information about the school is available on the school website www.heckgrammar.co.uk

Protection of children:

Disclosure of criminal background of those with access to children.

All posts involving direct contact with children are exempt from the Rehabilitation of Offenders Act 1974. However, amendments to the Exceptions Order 1975 (2013 & 2020) provide that certain convictions and cautions are 'protected'. These are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on <https://www.gov.uk/government/organisations/ministry-of-justice>.

Shortlisted candidates will be asked to provide details of unspent convictions and those that would not be filtered prior to the date of the interview. You may be asked for further information about your criminal history during the recruitment process. If your application is successful, this self-disclosure information will be checked against information from the Disclosure and Barring Service before your appointment is confirmed.

Safeguarding Statement:

Heckmondwike Grammar School is committed to safeguarding and promoting the welfare of its students and expects all employees and volunteers to share this commitment.



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