



BELIEF IN EVERY CHILD



## WELCOME TO BLACKDOWN EDUCATION PARTNERSHIP

Thank you for your interest in this post. Please take some time to have a look at this pack and gain a sense of who we are and what we stand for. All Multi-Academy Trusts are different and we are keen to explain why we believe that our values and ethos make us a great employer.

The Blackdown Education Partnership was created by the merger of two founding trusts which shared some important similar values. Put simply, we believe that collaboration, partnership working and sharing our best ideas will enable us to deliver on our mission.

- To nurture and develop the ambition, talents and interests of every child
- To break down the barriers that inhibit the opportunities and achievements of disadvantaged pupils so that they can go on to lead lives of choice and opportunity
- To create a family of schools that are deeply and purposefully connected to their communities.

All our schools share this purpose and we work closely together to understand and deliver it.

We do not believe in creating schools which are replicas of each other. Our philosophy of aligned autonomy enables Headteachers to make effective decisions within the context of each individual school. We do not have a common curriculum but we do have a view on excellence and seek to harness the expertise of our subject leads to ensure that each school delivers schemes of learning that are rigorous, inspiring and rich in knowledge. Curriculum and other leaders across our schools meet regularly to network, share and moderate and the Trust operates a well-developed programme of peer-review to ensure that leaders are challenged, supported and have access to excellent professional development.

Our schools are all characterised by a strong ethos, ambitious culture and compassionate environment which together drive success. We are lucky enough to employ brilliant people who share our vision, many of whom have started careers with us and stayed to progress these careers. We want people to join us who believe that, whatever their role, they can make a difference to the life chances of students. We are totally committed therefore to helping all our staff thrive and fulfil their professional ambitions. A large number of colleagues are currently undertaking leadership development and we run regular networks and collaborative groups to allow colleagues to share best practice across the Trust.. We also offer some more bespoke leadership programmes run through our outstanding network of partners.

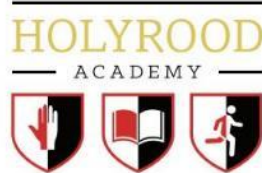
We take staff wellbeing seriously and take active steps to reduce workload. We have a wellbeing offer which ranges from gym membership and support with personal fitness to talking therapies and subscribe to Carefirst. We also allow employees personal days to enable everyone to enjoy some flexibility over attendance and participation in events that they might not otherwise be able to.

We are always willing to consider flexible working requests and job-shares and pride ourselves on a family friendly approach across our schools. The best resource we can provide for pupils is highly skilled, happy and fulfilled staff.

We are looking for an individual who shares the same vision and values – if you believe that you have the skills, drive and vision to help us achieve our aims we would be delighted to receive your application.

**LORRAINE HEATH, OBE**  
**CHIEF EXECUTIVE OFFICER**





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HEADTEACHER: MR DAVID MACCORMICK

## WELCOME TO HOLYROOD ACADEMY

Dear Applicant,

Thank you for your interest in this post.

Holyrood exists to serve its community as such; we are looking for a permanent School Careers Advisor Role. Please note that this role will be located across Holyrood Academy and Axe Valley. We are looking for someone who shares our commitment to ensuring that the young people we serve receive the best possible standard of education. You will join a positive and hard-working team of staff who are absolutely focussed upon bringing our vision for the Academies to fruition.

We seek to establish a mission for social justice: one that promotes social mobility and allows students to achieve brilliantly, regardless of their background. However, we are also developing a school culture wherein students feel happy, are invested in the wider aspects of school life and are not ashamed to aim extremely high.

We are schools that value the building of positive and compassionate relationships with students, and we place high aspiration, quality classroom delivery and 'feeding the school culture' at the heart of what we do.

If this vision matches your own, we would be delighted to hear from you.



Mr Dave MacCormick – Headteacher

# The Opportunity



## **SCHOOL CAREER ADVISOR**

**Required for September 2025**

<b>Hours:</b>	<b>26hrs, 8.30am – 3.30 (Excl 30 min break)</b>
<b>Location:</b>	<b>Axe Valley Academy and Holyrood Academy</b>
<b>Working Days:</b>	<b>2 days at each school per week</b>
<b>Working weeks:</b>	<b>40 - Term Time (38), inset days (1), week in summer holidays to support exam results (1)</b>
<b>Salary:</b>	<b>NJC point 16 - £18,251 actual (FTE £29572)</b>

We are seeking a dedicated and enthusiastic Schools Career Advisor to work across two schools, providing comprehensive career guidance and support to students in Key Stages 4 and 5. The successful candidate will play a crucial role in helping students explore their career options, make informed decisions about their future, and develop the skills necessary to achieve their career goals.

The successful candidate will work under the guidance and direction of the Careers Lead at each school

Please note that half the week the work base will be Holyrood Academy and the other half it will be Axe Valley

**The closing date for this post is 9am Tuesday 29<sup>th</sup> April, Interviews will take place the week beginning 5<sup>th</sup> May 2025**

What you can expect from us:

- Eligibility to join excellent pension scheme.
- Option to make additional voluntary contributions to pension for local government pension scheme members which can help boost retirement benefits.
- Access to a range of continuous professional development opportunities.
- Trust wide charity events designed to encourage our people to participate in meaningful activities.
- Access to wellbeing provision which offers information and advice on a range of workplace and personal issues.
- Flexible working opportunities.
- Enhanced special leave provision, including additional time off as part of our 'Personal Day' entitlement which supports employees to achieve a better work/life balance.
- Free car parking.
- On site catering facilities, all of which provide healthy and nutritious meals at a low cost.
- Gym membership. Many of our schools have on-site gyms, the use of which is available to employees at a discounted rate.
- Cycle to work scheme which enables employees to purchase a bike and accessories for their commute to work.
- Free tea and coffee.

# Job Description



<b>Post</b>	<b>School Careers Advisor</b>
<b>Grade</b>	<b>NJC Point 16 - £18,251 actual (Full time equivalent £29,572)</b>
<b>Hours</b>	<b>26 hrs – 8.30am – 3.30pm, 2 days at each school per week. 40 weeks a year - Term Time (38), Inset (1), Exam results in summer (1)</b>
<b>Responsible to</b>	School Careers Lead at Holyrood and Axe Valley

## **Main Responsibilities and Duties.**

Under the guidance and direction of the schools Careers Lead develop, maintain, and apply knowledge and understanding of students' general and specific learning needs by ensuring that support is given to them at an appropriate level.

Learning support is delivered individually and in groups through a range of tasks, mainly:

- Provide one-on-one career counselling sessions to students, helping them identify their interests, strengths, and career aspirations.
- Support the Careers Lead in the schools to organise and conduct career workshops, seminars, and presentations on various career-related topics.
- Assist students in developing career action plans, including setting short-term and long-term goals.
- Offer guidance on educational pathways, including subject choices, further education, apprenticeships, and vocational training.
- Collaborate with teachers, parents, and external organizations to create a supportive network for students.
- Stay up to date with labour market trends, job opportunities, and educational requirements to provide accurate and relevant advice.
- Coordinate work experience placements and internships for students.
- Support students with job application processes, including resume writing, interview preparation, and job search strategies.
- Maintain accurate records of student interactions and progress.

## **Attributes and professional contribution to the community**

- Establish a safe and stimulating environment for students rooted in mutual respect.
- Demonstrate consistently the positive attitudes, values and behaviour which are expected of pupils.
- Contribute positively and effectively to working relationships across the school through positive contribution in academic, pastoral, and other school meetings.
- Make a positive contribution to the wider life and ethos of the school.
- Take responsibility for improving teaching through appropriate professional development, responding to advice and feedback from colleagues.



- Communicate effectively with parents/carers and take part in liaison events with parents and agencies outside school, as appropriate.

### **Safeguarding**

Attend all safeguarding training as directed.

Follow Trust procedures and report any concerns to the relevant DSL

To be aware of and assume the appropriate level of responsibility for safeguarding and promoting the welfare of children and to report any concerns in accordance with the Trust's safeguarding policies.

### **Data Protection**

Ensure that legislation and Trust policies and procedures relating to confidentiality and data protection are adhered to.

### **Other Responsibilities**

- This role will involve traveling between schools within the Trust (and new ones that may join in the future). The reimbursement of travel costs to schools, other than your normal working location, will be as per the Trust's travel policy.
- To support the achievement of the Trust's objectives by working proactively with colleagues on projects or activities outside direct area of responsibility as required.
- Maintain positive, professional relationships with students, parents / carers, and colleagues;
- To participate in induction training, staff review processes and professional development opportunities;
- Commit to equal opportunities and anti-discriminatory practice.
- The post-holder is expected to familiarise themselves with and adhere to all relevant Trust Policies and Procedures;
- The post-holder must comply with the Trust's Health and Safety requirements;
- The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.

### **Typical working pattern**

- Typically, the working hours are as stated in this job description. However, there may be some flexibility, and a working pattern will be agreed with the post-holder on appointment.
- Annual leave will only be taken during school holidays.
- This working pattern is subject to change, and you will be required to work flexibly with colleagues to ensure the operational needs of the Trust are met.

As this post meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, all applicants who are offered employment will be subject to an Enhanced Disclosure and Barring Service Check (DBS) before the appointment is confirmed. This will include details of ALL cautions, reprimands, or final warnings as well as convictions, whether "spent" or "unspent." Criminal convictions will only be taken into account when they are relevant to the post.

You have a duty of care for your own health and safety at work and that of others who may be affected by your actions at work.

The 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 a satisfactory Disclosure and Barring Service (DBS) Enhanced Disclosure Certificate.

The Trust seeks to promote the employment of disabled people and will make any adjustments considered reasonable to the above duties under the terms of the Equality Act 2010 to accommodate a suitable disabled candidate.

*Employee Signature:* ..... *Date:* .....

# Person Specification



School Career Advisor		
	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> <li>• Bachelor's degree in Career Counselling, Education, Psychology, or a related field.</li> <li>• Hold the Level 6 qualification in career advising or be willing to study towards it.</li> </ul>	
Experience	<ul style="list-style-type: none"> <li>• Strong understanding of the educational system and career pathways for Key Stage 4 and 5 students.</li> </ul>	<ul style="list-style-type: none"> <li>• Working with learners in the 11 – 18 age range</li> </ul>
Skills & Knowledge	<ul style="list-style-type: none"> <li>• Excellent communication and interpersonal skills, with the ability to build rapport with students, parents, and staff.</li> <li>• Organisational skills and the ability to manage multiple tasks and priorities.</li> <li>• Knowledge of current labour market trends and employment opportunities.</li> </ul>	
Personal Qualities	<ul style="list-style-type: none"> <li>• Empathy, patience, and a genuine desire to help students succeed.</li> <li>• Adaptable and flexible approach to working.</li> <li>• Ability to work as a member of a team.</li> <li>• Ability to inspire and enthuse young people.</li> <li>• Able to identify own training and development needs and those of others and participate in activities to address them</li> </ul>	





We believe in the potential of every child

## OUR MISSION

- To nurture and develop the ambition, talents and interests of every child
- To break down the barriers that inhibit the opportunities and achievements of disadvantaged pupils so that they can go on to lead lives of choice and opportunity
- To create a family of schools that are deeply and purposefully connected to their communities.

# Our Schools





All our schools are situated in the beautiful countryside of Devon and Somerset, within easy commuting distance of Exeter to the west and Bristol to the North, being close to some of the most beautiful coastlines of Devon and Dorset.

Our schools' varied locations allow our staff to access not only beautiful beaches, but also some of the best areas for walking, biking and other outdoor activities; yet the cities of Exeter, Bristol and Bath are close by.

