



Cathedral Schools Trust Careers Adviser/WEX Coordinator

Full-time 37 hours per week/Term Time including INSET days

Permanent

Salary: £24964 -£27292 per annum

Are you qualified to provide robust and impartial careers, education, information and guidance (CEIAG) to students aged 11-18, to assist their progression into employment, Higher or Further education, training or Apprenticeships? If you can develop and coordinate appropriate information, advice and guidance alongside supporting in the organisation of Work Experience and a wide variety of careers based activities to develop students career management skills and widen participation then we want to hear from you.

As our Trust Careers Adviser/WEX Coordinator you can expect to lead on the programme of Careers Personal Guidance delivered to students across Trust secondary schools, facilitate the implementation and administration of the experience of work programme and take an active role in supporting Careers Leaders in delivering the CEIAG programmes. In the first year this role will be split between Bristol Cathedral Choir School and St Katherine's School.

The person appointed should hold a relevant careers guidance qualification to level 6 or above (or currently be working towards) and have an up to date knowledge of the various careers and further education opportunities available to secondary school students. It would be desirable to be registered with CDI.

Cathedral Schools Trust consists of three Secondary Schools (St Katherine's School, Bristol Cathedral Choir School, Trinity Academy). With both the oldest and newest schools in the city as part of our family, Cathedral Schools Trust offers a unique combination of historic foundations and new opportunities. From September 2021 we anticipate that the Trust will include 3 secondary schools and 6 primary schools. We are a fully inclusive MAT, with both non-faith community schools and Church of England schools, that celebrates diversity and encourages excellence for all members of our community. You can find out about the Trust and the individual schools by visiting <http://www.cathedralschoolstrust.org>

This is an exciting opportunity to work for a multi-academy trust committed to high expectations and excellent provision for all. The Trust provides flexible and adaptable learning and development

RESPECT | RESILIENCE | RESPONSIBILITY

opportunities for all staff, and is committed to the development of future leaders in education. Professional development is further supported by the work of the Teaching School Alliance as well as external events, e-learning, networking opportunities and cross-trust working.

We are looking for applicants with a passion for young people to drive their success even further. In return, you can expect effective support and challenge from our strong leadership team along with a hardworking, talented and passionate staff body.

If you would like an informal discussion about the role before submitting your application please email Mr Paul Mann, Head of Business Studies and Careers/Employability Lead, pmann@bristolcathedral.org.uk to arrange this.

If you can demonstrate that you possess the necessary experience, knowledge, qualifications and skills and aspire to our vision and values, we would like to hear from you.

To apply for this role please go to: <https://www.tes.com/jobs/employer/-1001486>

Please include a letter of application in the online supporting statement section of your application.

We are committed to safeguarding and promoting the welfare of children, young people and adults and expect all staff and volunteers to share this commitment. All posts at Cathedral Schools Trust are subject to pre-employment checks including, but not limited to, initial and periodic enhanced level checks with the Disclosure and Barring Service.

Cathedral Schools Trust recognises the strength in diversity. Our schools have a wide range of cultural, socio economic and religious influences and we use this to ensure that we broaden our understanding of each other and the world. We welcome applications of all backgrounds but particularly welcome those from BAME backgrounds as we recognise that our staff team does not currently reflect the diversity of our student body.

As part of our commitment to equal opportunities, we ask that all applications are made using our application form and are accompanied by an equal opportunities form. The equal opportunities form is anonymous and is not shared with the shortlisting panel.

Closing Date: 9 am 4 October 2021

Successful applicants will be called to interview on the week beginning 11 October 2021.

Job description

JOB TITLE: Cathedral Schools Trust Careers Adviser/WEX Co-coordinator

REPORTS TO: CST Head of Business Studies and Careers/Employability Lead

LOCATION: In the first year this role will be split between Bristol Cathedral Choir School and St Katherine's School

Grade: JG7

Job Summary

The role of the Careers Adviser/WEX Co-coordinator will be to further embed careers across the Trust and support the vision of offering outstanding CEIAG provision which meets the needs of all students. There will be four key strands to consider, all of which will contribute to meeting Gatsby Benchmarks:

- 1.) Plan, implement and deliver high quality and impartial careers personal guidance to students
- 2.) Plan and deliver a programme of experience of work to ensure that students are able to participate in work placements opportunities
- 3.) Implement and monitor destination tracking data in line with Trust and external requirements
- 4.) Complete careers related administration tasks, as appropriate, to facilitate delivery of the careers programmes across all Trust schools

Main Responsibilities, Tasks and Duties:

Leadership:

- Preparing and implementing a careers guidance development plan and ensuring that details of careers guidance programmes are published on Trust websites;
- Reviewing and evaluating careers guidance programmes, preparing for Quality Assurance Inspections (Careers Mark/Ofsted etc.) and providing information for Trust development purposes;
- Ensuring compliance with statutory guidance and legal requirements to provide independent careers guidance, work experience placements and ensure students have access to providers of technical education/apprenticeships;
- Understanding the implications of a changing education landscape for careers guidance;

Management/Coordination:

- Planning and implementing the programme of activity in careers personal guidance;
- Liaising with tutors, SENCo, Heads of Year/House to identify and prioritise students for career guidance;
- Briefing and supporting teachers/tutors and external agencies involved in providing initial careers guidance/education;
- Monitoring access to and take-up of advice and guidance;
- Updating the careers guidance section of Trust school's websites ensuring that information is accurate and current;
- Ensuring that further/higher education providers and apprenticeship opportunities are shared with students;

- Coordinating the programme of work experience;
- Collating, completing and submitting destination data to meet best practice;
- Communicating with students and parents;
- Managing Databases for Work Experience, Careers Guidance, and destinations;
- Ensuring all written and electronic records, reports, letters and other documentation are completed in an accurate and timely manner.
- Managing own diary and appointment system to meet all aspects of the role
- Participating in the organisation and promotion of internal and external careers events;
- Ensuring own professional development needs are met so that relevant new advances and initiatives are reflected in your practise.

Relationships:

- Establishing and developing productive working relationships with students. Provide effective one to one support and CEIAG to empower students to make informed decisions regarding their future learning, training and employment;
- Working effectively with groups of students such as planning and delivering careers related workshops or leading assemblies;
- Utilising and developing the network of Alumni who are able to help with the career guidance programme;
- Establishing and developing links with employers;
- Working with local employers/organisations to ensure compliance with statutory guidance/legislation for Work Placements;
- Establishing and developing links with FE/HE Colleges, Apprenticeship providers Universities and UTCs;
- Working with LAs to identify potential NEET students who may require support at home from Youth Services;
- Develop and maintain positive working relationships with parents/carers to enable them to support their child's progression.

Careers Guidance:

- Providing 1:1 Careers impartial advice and guidance to all students, ensuring their needs are met to support progression into further education, work or training;
- Identifying, guiding and supporting students who require additional support (SEN/PP) to help remove barriers to learning and promote effective participation;
- Communicating all FE and HE opportunities to students;
- Managing Careers Software and keeping Trust websites up to date;
- Working with Sixth Form leaders to identify those students who are not intending to go to university, who are considering leaving, or are in need of a guidance interview;
- Evaluating the careers guidance programme;
- Supporting Trust schools is promoting alternatives to academic pathways eg. Apprenticeships;
- Accessing the CPD training budget to keep up-to-date with changes within the profession of careers guidance including attending meetings/conferences and sharing best practice.
- Working closely with teaching staff, tutors and other professionals in school to prioritise students for careers interviews;
- Working with parents and carers to encourage their involvement to support young people;

General Requirements:

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- To maintain appropriate records and contribute to written reports in accordance with school policies;
- To operate within agreed legal, professional and ethical boundaries, supporting school policies, when dealing with students or visitors to the school;
- To be responsible for promoting and safeguarding the welfare of the children and young persons within the school;
- To follow all the school procedures for child protection and liaise with the DSL on all matters relating to issues of child protection;

PERSON SPECIFICATION: Cathedral Schools Trust Careers Adviser/WEX Coordinator

ATTRIBUTES	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
KNOWLEDGE	<ul style="list-style-type: none"> • Knowledge and experience of methods of delivering Information, Advice and Guidance (IAG) in line with good practice and professional standards. • Familiar with issues relating to advice and guidance in the context of young people. • An understanding of relevant policies/code of practice and awareness of relevant legislation. Have a commitment to keep abreast of local and national initiatives and changes to legislation. • An understanding of school/academy processes and legislation, particularly with regard to curriculum. 	
SKILLS	<ul style="list-style-type: none"> • Excellent standard of oral and written communication skills. • Good ICT skills for planning and to support students. • Excellent listening and questioning skills. • Comfortable delivering group talks, activities and facilitating work with groups of students, parents/carers or staff. 	<ul style="list-style-type: none"> • Experience of training others regarding strategies and new initiatives.
EXPERIENCE	<ul style="list-style-type: none"> • Experience of delivering careers advice and guidance • Practical experience of understanding and following processes and 	<ul style="list-style-type: none"> • Have previous experience of working with and supporting young

	<ul style="list-style-type: none"> procedures. Experience of completing documents and records to a high standard and in line with required standards. 	<ul style="list-style-type: none"> people. Experience of working effectively with parents/carers of young people and external agencies.
QUALIFICATIONS	<ul style="list-style-type: none"> Hold a professional careers guidance qualification to level 6 or currently be working towards this qualification. 	<ul style="list-style-type: none"> Be a member of Career Development Institute (CDI) or other professional organisation.
ABILITIES	<ul style="list-style-type: none"> Able to work closely with all relevant stakeholders to achieve targets and outcomes for children. Able to motivate and inspire young people. Able to maintain strict confidentiality at all times. Highly organised in managing a diary and appointments, able to manage time to be both proactive and reactive. Able to keep clear and concise records from one to one sessions and meetings. 	<ul style="list-style-type: none"> Able to build and maintain comprehensive careers and employability resources.
PERSONAL ATTRIBUTES	<ul style="list-style-type: none"> Caring and understanding attitude. Impartial and have excellent interpersonal skills. A keen interest and commitment to increasing the life chances of young people. Possess emotional intelligence and resilience. Able to remain calm under pressure and make good decisions. Able to self-evaluate learning needs to undertake training relevant to the role. 	
EQUALITY	<ul style="list-style-type: none"> An understanding of, acceptance and commitment to the fundamental principles of equal opportunities. Able to work in a way that promotes equality of opportunity and respect for diversity. Proactive and passionate about equality, diversity and inclusion. Ability to communicate effectively with people from a variety of backgrounds. 	
SAFEGUARDING	<ul style="list-style-type: none"> Evidence of a commitment to safeguarding and promoting the welfare of children and young people and expects all staff to share this 	

	<p>commitment.</p> <ul style="list-style-type: none">• Able to work in a way that promotes the safety and well-being of children and young people.	
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July 2021