



Job Application Pack

Careers Advisor

Part Time, 3 days per week, Monday – Wednesday

Term Time plus 1 week

Fixed Term for 1 year (Maternity Cover)

Grade 11, Points 38 - 42, £34,106 to £38,052 FTE

Actual salary: £18,180 to £20,284

Welcome from the CEO



Archway Learning Trust is a vibrant learning community where students are cared for, receive a high quality education and experience every opportunity to be successful.

School years are amongst the most important in our lives, helping us to develop the knowledge, skills and characteristics we need to succeed. At Archway Learning Trust, we are committed to giving every child the very best start that we can. We offer outstanding teaching and learning and exceptional personal support in an inclusive, faith based environment. I became a teacher because I believe in equal opportunities for everyone.

I also believe that every child has the right to an excellent education. Learning is at the heart of any good society and the opportunity to learn from teachers who are committed, enthusiastic and innovative is a right that all children should have.

Our mission is to help children to understand and believe in themselves, respect and care for others and to develop a wide understanding of faith, the world around them and their place within it. The determination of our youngsters to succeed, and the passion of our teachers to make a difference, makes me proud to be Chief Executive Officer of this diverse and dynamic family of academies.

J. Hampton

About the Trust

Archway Learning Trust, previously Bluecoat Academies Trust was formed in April 2014 as a result of the very long and successful history of Bluecoat Academy. The Trust comprises of Bluecoat Aspley Academy which includes the Sixth Form, Bluecoat Wollaton Academy, Bluecoat Beechdale Academy and Bluecoat Primary Academy and more recently the Trust are pleased to have had The Nottingham Emmanuel School join.

Our aim as a Trust is to be recognised nationally and internationally as we develop our innovative approach to inclusive, enriching and balanced cross curricular teaching, preparing young people for lifelong learning based firmly on our Christian principles.

The growth of the Trust is a truly exciting time for prospective candidates who are looking to further their careers in a dynamic learning community that has opportunity at every point to share and learn from each other in order to become the best that we can be.



Bluecoat Aspley Academy



Bluecoat Beechdale Academy



Bluecoat Primary Academy



Bluecoat Wollaton Academy



Nottingham Emmanuel School

Bluecoat Aspley Academy

Bluecoat Aspley Academy has over 1500 students, including over 550 in the Sixth Form. Bluecoat Academy Aspley is the largest school in the Trust and was the founder of Archway Learning Trust (previously known as Bluecoat Academies Trust). The Academy is both distinctively Christian and inclusive with all students being part of the large, diverse and multi ethnic family that we are very proud to be a part of. Bluecoat Aspley Academy holds a strong and positive reputation within the city benefitting from its long history, success and prominent position.



Bluecoat Aspley
believe in yourself, in others, in God



Bluecoat Wollaton
believe in yourself, in others, in God

Bluecoat Wollaton Academy

Bluecoat Wollaton Academy has over 780 learners aged 11-16 and is both distinctively Christian and inclusive with a relentless ambition to enable every member of our Academy 'family' to be the best they can be. Bluecoat Wollaton was graded as 'Outstanding' in all categories in its recent Ofsted inspection in 2018 and has a strong pastoral and academic reputation across the city. It is also pioneering some new approaches to curriculum and the celebration of knowledge at the heart of that. The school's outcomes place it in the top 10% in the country and visitors frequently comment on how the children are polite and keen to learn.

Bluecoat Beechdale Academy

Bluecoat Beechdale Academy is a growing school, with over 800 students on roll. The numbers have increased each year since our sponsorship began and we are delighted with the growing confidence that local families are expressing by making Beechdale their first choice school in increasing numbers. Bluecoat Beechdale Academy is not formally designated as a Church of England Academy, but shares the ethos and many of the Archway values.



**Bluecoat Beechdale
Academy**
Believe, Belong, Achieve



Bluecoat Primary
believe in yourself, in others, in God

Bluecoat Primary Academy

Bluecoat Primary Academy opened in January 2015. The primary school is located nearer our Bluecoat Beechdale Academy in a brand new state of the art building on Harvey Road and this new accommodation will be home to 420 primary aged children; 26 three year olds and like Bluecoat Aspley and Bluecoat Wollaton Academy is both distinctively Christian and inclusive.

The Nottingham Emmanuel School

The Nottingham Emmanuel School is a Church of England secondary and Sixth Form, with 1,000 students, including over 140 in the Sixth Form. The £25 million site is located near the banks of the River Trent in West Bridgford. The School is a diverse community, serving families and students from every academic, social, faith and ethnic background. Emmanuel has been praised nationally for its outstanding work as an effective, inclusive Church school.



Bluecoat SCITT Alliance
Nottingham

Bluecoat SCITT

Based at Sherwood Rise, the Bluecoat SCITT offers school based Teacher training in a range of schools and subjects. As an accredited provider of school based teacher training, we are committed to training OUTSTANDING teachers to work within the East Midlands region. Our comprehensive one year School Direct Training Programme is offered for both Primary and Secondary trainees, as well as a salaried option in certain subjects.

Business Services



Maria Lysenko, Chief Operating Officer leads a high calibre of business services which are provided to the academies within the Trust as follows:

Governance Services

Effective governance requires the right people and the right processes. Our Governance Service is designed to support Governors from recruitment, induction and training through to ensuring boards have effective clerking and necessary advice on legal and constitutional matters.

Corporate Services

We understand the need to provide efficient corporate services to support effective communication and the delivery of key projects within academies. Our Corporate Service advises on all aspects of the admissions code as well as interpreting and implementing data protection legislation. We provide checking and advisory services for school censuses as well as a line management and development package for the Academy office staff.

Finance and Legal Services

Managing finances is one of the most complex and time consuming tasks for any academy, especially with the legal complexities and guidelines surrounding it. The Trust's Finance Team will manage all aspects of accounting for academies ensuring full compliance including the production of and managing the audit of the Trust Financial Statements. In addition, we can provide financial support and advice to ensure that academies are able to manage their budgets and resources. We work with academies to identify purchasing opportunities, which provide opportunities to secure improved value for money.

Human Resources

Our Human Resources service is dedicated to working with academy Principals, the Board of Trustees, Governing Bodies and Senior Leaders to provide comprehensive and bespoke support to meet the needs of the Trust and the individual academies. We provide a responsive and flexible range of HR services to all academies within the Trust with our services being underpinned by an extensive knowledge of the workings and requirements of the educational sector.

Health and Safety Services

We work with the academies to provide procedural guidelines, advice and support to enable them to ensure compliance with statutory requirements. This is underpinned with regular audits of health and safety records maintained at each academy as well as a line management development package for all site, cleaning and catering staff.

Facilities Management

Trust wide contracts are negotiated for many building maintenance services within the Facilities Management teams in order to ensure best value. We provide cover services as well as project management of any larger projects. Our construction team can deal with many of the refurbishment needs of the academies.

IT Services

Managing Information Technology can be complex and challenging for any academy. It is important to ensure that services run smoothly and IT 'just works'. The team work with academy Principals and key decision makers to simplify the inherently complex IT systems and develop our services to meet the exacting needs.



Data Services

Timely and accurate data is regularly provided to Senior Leaders and Governors. Our data service provides consolidated reporting to the Trust Board, provides templates to academies, which follow good practice and offers advice to support academies with their data queries.

The Vacancy

The Archway Learning Trust are looking for a dynamic individual who can manage and deliver an effective and efficient Progressions and Careers Service across the Trust. The Careers Advisor will provide information and guidance, offering practical help to assist students in planning their career as well as line managing the CEAIG team.



Candidates should pay attention to the job description/person specification and explain within their application how they meet the criteria, whilst also describing what they will bring to the post from their own knowledge and experience.

Applications

For more information about Archway Learning Trust, please visit www.archwaytrust.co.uk. To apply for the role please download the 'Support Staff Application Form' from the 'Vacancies' section on our website and submit to recruitment@archwaytrust.uk.com clearly demonstrating your suitability for the role.

Closing Date: 9am, Friday 26th April 2019

Interview Date: Tueaday 2nd May 2019

Vision & Ethos

The vision statement of the Trust demonstrates its Christian ethos and faith foundation.

The Trust believes in the transformational power of education for each individual and that this is enhanced through collaborative working between the academies.

We believe:

- That a Christian ethos underpins and informs all that we do
- That the focus of the Trust is to promote collaboration between schools within a strategic locality in order to secure mutual improvement
- That through managed collaboration between academies there will be increased and improved opportunities for the development of all staff, students/children, parents and community
- In the development of a broad and balanced curriculum that supports young people's personal development and preparation for life
- That the family of academies within the Trust, working together, will secure continuity and progression for all
- That there should be high expectation for all children/students and young people whatever their circumstances or starting point and addressing disadvantage
- That, through its structures and work, the Trust can create and support effective Governance for all members

- That, through the Trust's work across its academies, expertise and capacity will be developed so that they can be supported with their development needs and economies of scale achieved

Safeguarding Children and Young People

Archway Learning Trust is committed to safeguarding and promoting the welfare of children and young people. All staff and volunteers are therefore expected to behave in such a way that supports this commitment. Appointment to this post will be subject to the following satisfactory pre-employment checks:

- Health
- Identity
- Relevant work qualifications
- Right to work in the UK
- Barred List Check (previously List 99)
- Disclosure & Barring Service Check (for all staff and volunteers)
- References

Job Description

POST TITLE: Careers Advisor

GRADE: Grade 11, Points 38 - 42

SALARY: £34,106 to £38,052 pro rata per annum

RESPONSIBLE TO: Assistant Principal

JOB PURPOSE

To manage and deliver an effective and efficient Progressions and Careers Service across Archway Learning Trust. The Careers Advisor will provide information and guidance, offering practical help to assist students in planning their career.

GENERAL RESPONSIBILITIES

1. Support the overall Christian ethos of the Trust.
2. Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, copyright etc. reporting all concerns to line manager.
3. Be aware of and support difference and ensure equal opportunities for all.
4. Contribute to the overall aims of the Trust.
5. Undertaking any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined.

SPECIFIC RESPONSIBILITIES

1. In partnership with the Trust's Senior Leadership Team, lead on the strategic development of the trust's CEAIG programme in order that students at each Academy within the Trust receive a quality, impartial careers service.
2. Manage the CEAIG team in order to ensure a comprehensive CEAIG (Careers Education Advice Information and Guidance) programme to students across the Trust.
3. Line manage the CEAIG team.
4. In accordance with individual Academy Improvement Plans and School Evaluation Forms, lead and manage the CEAIG team in order to ensure a comprehensive programme of activities exist to inform and guide students across KS3, KS4 and KS5.
5. In accordance with individual Academy Improvement Plans and School Evaluation Forms, proactively monitor, evaluate and review the effectiveness and quality of careers provision via feedback from internal and external stakeholders, collating appropriate destination reports and other careers metrics data as required.
6. Develop, manage and maintain links with the careers service, employers, industry partners and education providers maintaining a database of connections.
7. Develop a sustainable, robust tracking system for leavers, liaising with students and staff (pastoral teams, Sixth Form 16 Team, Data and Exams) and building relationships with external institutions to increase each academy's careers and leavers metrics.
8. To liaise with external agencies and establishments to ensure that maximum use is made of appropriate materials and information
9. To support the career development of students, delivering careers provision in a variety of formats including 1:1 guidance and coaching, group activities as appropriate to employability and professional development needs.
10. Liaise as appropriate with relevant staff within the Trust, developing schemes of works and contributing to learning resources on the theme of Careers.

11. To manage and be responsible for the management and allocation of the CEAIG budget, following the Trust's financial policies and procedures.
12. To prepare and deliver 1:1 and small group advice sessions.
13. To prepare and deliver whole year group talks as required.
14. To undertake responsibility for all necessary administration relating to all areas within post holder's remit.
15. To undertake responsibility to ensure that all manual and computerised records and filing systems relating to all areas within post holder's remit are maintained as required with due regard to Trust data protection guidelines.
16. To contribute to the review, evaluation and development of the Academy's career provision and make recommendations as appropriate. (This includes the evaluation of each secondary school in terms of Gatsby benchmark in order to comply with Ofsted's compulsory requirements for 2020..
17. To keep abreast of developments, current initiatives and changes in post holder's field and communicate to staff and students.

STAFF CONDUCT

We are professional people and expect professional conduct (behaviour and language) based on mutual respect, good manners, politeness and common courtesies for all members of our community - adults and students. Physical violence, verbal abuse and swearing are totally unacceptable and not tolerated.

Employees are in loco parentis and also expected to maintain a professional relationship

DRESS CODE

At the Trust we expect staff to wear professional business clothes not casual clothes.

Person Specification	Essential	Desirable
Qualifications and Training		
Recognisable professional qualification in Careers Advice	*	
Skills and Knowledge		
Ability to consult and seek advice and professional support as necessary and ability to network with Industry / Business links.		*
Excellent written and oral skills	*	
Ability to lead and work as part of a team	*	
Experience		
Evidence of guiding students in their careers and progression routes	*	
Working in an Education environment		*
Proven ability of using ICT in the organisation and management of your role	*	
Experience of managing financial budgets		*
Personal Qualities		
A commitment to the Trust's aims and ethos	*	
Excellent communication and organisational skills	*	
Ability to use own initiative and work as part of a team	*	
An empathy and desire to work with young people	*	
Suitability to work with students (Enhanced DBS Check required)	*	