



# Careers Advisor Recruitment Pack Kirkby High School



**MAXIMISING OUR POTENTIAL**



Maximising Our Potential | [www.rowanlearningtrust.com](http://www.rowanlearningtrust.com)

Confidence Kindness Aspiration Respect Resilience.

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# Welcome

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Dear Applicant,

Thank you for your interest in the Careers Advisor position at Kirkby High School required as soon as possible. This is a two year fixed term contract (subject to funding).

We are seeking to appoint a dedicated and enthusiastic individual who is ambitious and has an excellent work ethic to start as soon as possible.

Our vision is a community driven by high expectations and mutual respect providing all individuals with the belief and opportunities to succeed now and in the future.

We are delighted to share following our last Ofsted inspection (July 2022), the school was awarded an overall judgement of 'Good'.

To help you decide if the job would suit you, please find enclosed some details, which we hope will give you a flavour of what Kirkby High School and The Rowan Learning Trust are about.

If your values and ambitions mirror ours and you believe you can deliver that vision, then we would be delighted to receive an application from you.

If you have any specific queries please contact my PA, Jo Barrett [j.barrett@kirkbyhighschool.net](mailto:j.barrett@kirkbyhighschool.net)

We are committed to safeguarding all members of our community; therefore, all posts are subject to enhanced disclosure procedures and pre-employment checks.

Yours faithfully,

Mrs A Dobson  
Headteacher



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## Kirkby High School

Kirkby High School is an Ofsted rated 'Good' 11-16 mixed comprehensive. All staff at Kirkby High School fully embrace our vision: *"A community driven by high expectations and mutual respect providing all individuals with the belief and opportunities to succeed now and in the future"*.

Kirkby High School stands at the centre of our local community and we believe that we offer our young people guidance and aspiration to be the best they can be in all aspects of life. Quality teaching and learning, supported by reliable pastoral systems, ensure that students are preparing well for later life.

We believe in building a culture of resilience and tolerance in which our students can thrive. Our aim is to increase our students' self-belief and to show them that they can be what they want to be.

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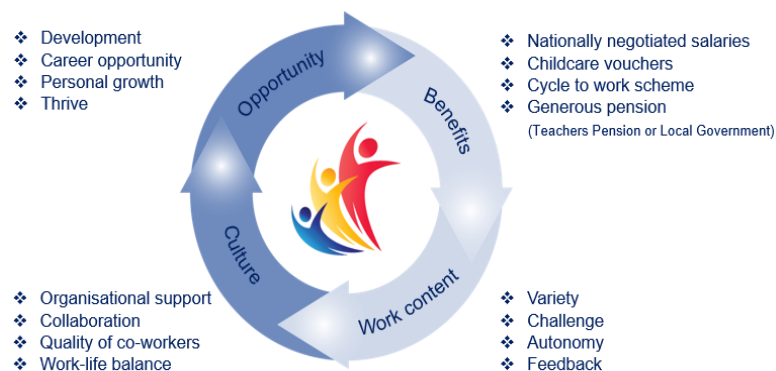
## The Rowan Learning Trust

The Rowan Learning Trust (RLT) was established as a Multi-Academy Trust in 2012 to maximise potential of all children, students and adults in our schools and to support them in their journey to become outstanding.

Currently the RLT family comprises nine schools: three high schools, an all-through alternative provision academy and five primary schools. Together we share a set of common values:

- Mutual respect
- Fairness
- Equality of opportunity
- Individual growth
- Kindness

We believe in an inclusive workplace – one that is built on fairness, merit and respect to help our employees perform to their greatest potential.



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# Continued Professional Development Framework

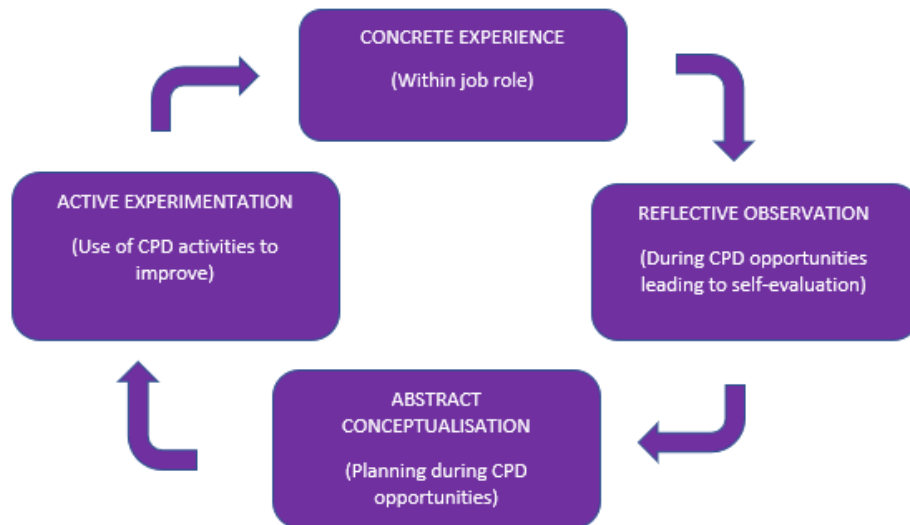
## Intent

Our Vision: A community driven by high expectations and mutual respect providing all individuals with the belief and opportunities to succeed now and in the future.

Linked to our vision is Kirkby High School's mantra 'Maximising our Potential' and the Rowan Learning Trust's aim 'Maximising Potential'. We are a learning community. Continued Professional Development is at the heart of our organisations to ensure that excellence and potential grows within all staff and students. We are committed to providing high quality, Continued Professional Development through:

- A structured programme of events and opportunities
- For teaching staff, a seamless link from ITT to Early Career Teachers induction, including access to the Iris reflection tool
- For support staff, bespoke CPD offered depending on role
- A focus on leadership development through structured line-management and external reflection opportunities
- A Performance Management structure in which career progression is a focus, leading to bespoke CPD opportunities, talent management and succession planning
- Clear CPD pathways for progression implemented by the Rowan Learning Trust (e.g. Teacher, Finance, Human Resources, Administration, ICT service, Inclusion / SEND)

Continued Professional Development at Kirkby High School is a process which links directly to Kolb's Experiential Learning Cycle (1984)



Fredrick Herzberg (1959) referred to specific motivator factors leading to high motivation and strong commitment such as recognition, challenging work, responsibility, opportunities for advancement promotion and growth. CPD opportunities within Kirkby High School (KHS) and the Rowan Learning Trust (RLT) have these aspects at their core.

## Our offer

### CPD Programme

- A Continued Professional Development calendar is produced at the start of each academic year; priorities are driven by school and faculty self-evaluation and development planning.
- Twilights are centred around FACE (Feedback, Autonomy, Challenge and Engagement) for teaching and relevant support staff
- Opportunities for reflection are present in all CPD sessions (e.g. golden nugget)
- Faculty CPD is planned by HoFs and quality assured by the Deputy Headteacher
- Induction for all new staff

### Bespoke Opportunities

- A record is kept of all CPD undertaken, for teaching staff, support staff and governors
- Quality Assurance processes linked to CPD opportunities
- Hogan Leadership Profiling Tool utilised for leaders, both teaching and support
- Opportunities for mentoring and shadowing across school
- Exposure to SLT and governing body meetings
- Development planning leads to responsibilities for all staff
- Bespoke development of early years teachers through our Embedding Excellent Teaching programme, developing the potential and leadership skills of teachers in years three and four of their career
- Coaching culture across line-management meetings
- A culture of 'seeking opportunities' through external CPD offer (NPQ opportunities, National College subscription)

### Talent Management

- Performance management (PM) – all staff have entitlement to career progression conversations
- Identification of potential during PM planning, interim and review meetings
- Use of RLT Career CPD Pathways in PM meetings
- Discussed in line-management structure after each PM window (in calendar three times per year)

### Succession Planning

- Discussed termly in line-management structure following the talent management process
- Critical roles identified
- Identify capabilities for key positions
- Identify potential employees through talent management PM process
- Develop knowledge transfer plans
- Evaluate effectiveness



# Job Description

## Careers Advisor

Reports to:	Careers SLT Link
Location:	Kirkby High School, Bracknell Avenue, Kirkby, L32 9PP
Salary:	Grade J, SCP 26-28 - £34,834 – £36,648 pro rata per annum (actual salary: £30,815 – 32,419 per annum)
Hours:	36 hours per week x 46 weeks per year (includes 5 inset days and a workback element) (Mon–Wed 8.30–4.30, Thurs 8.30-4.00, Friday 8.30-3.30)
	Two year fixed term contract

### Overall Purpose of the Post

- Under the reasonable direction of the Headteacher / senior staff carry out the professional duties in line with the job profile
- Support the aims and objectives of the school
- To provide a professional, comprehensive Careers Information Advice & Guidance Service to the school.
- To further raise the aspiration of all students and impact of Kirkby High School career provision.
- To work with students identified at risk of NEET and support these students after they leave high school

### General description

- Careers Adviser will liaise closely with CIAEG coordinator and SLT link for CIAEG
- All student activities will be logged and assessed. You will be expected to monitor and evaluate your work against expected outcomes. To oversee, monitor and mentor those students on work placements, and targeted students in their post 16 setting
- Provide impartial Careers Advice and Guidance to students through careers interviews.
- Conduct professional and impartial 1:1 careers guidance discussions with students (and parents where appropriate) which challenge and support them to make informed decisions about their next steps and future career
- Manage the bookings for careers guidance appointments, produce careers action plans, and share and log these as directed.

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- Conduct professional and impartial 1:1 careers guidance discussions with students (and parents where appropriate) which challenge and support them to make informed decisions about their next steps and future career
- Manage the bookings for careers guidance appointments, produce careers action plans, and share and log these as directed.
- Work with colleagues across the Academy to identify vulnerable students and provide tailored support.
- Prioritise careers guidance for vulnerable students (including but not limited to SEND, PP, LAC, at risk of NEET)
- Devise and deliver groupwork sessions where appropriate.
- Liaise with education and training providers to provide the most effective support to ensure successful Post 16 and Post 18 progression. Develop and make links with business and community partners to benefit students' careers education
- Lead and coordinate progression support for students during and after their A Levels / GCSEs, including support with applications, intervention on/ after results days. This includes leading the work at A Level and GCSE results days.
- Make use of school data to identify, plan for and monitor the progress of students, including liaising with the appropriate staff to support the transition between key stages.
- Regularly update data findings to SLT link, SLT team and governors as required.
- Evaluate data/information and produce reports/information/data as required to support the CEIAG audit and the Careers and School Action Plans.
- Support Subject Leaders with the organisation of careers-related experience and identify relevant speakers, as appropriate.

### Other roles and responsibilities

- To be aware of and work in accordance with the school's child protection policies and procedures in order to safeguard and promote the welfare of children and young people and to raise any concerns relating to such procedures which may be noted during the course of duty.
- To play a full part in the life of the school community, to support its mission and ethos and to encourage staff and students to follow this example.
- To actively promote the school and Trust's policies.
- To conduct yourself in alignment with our Kirkby Child values and provide a welcoming environment.

# Person Specification

## The successful candidate will have:

- A commitment to safeguarding and equality
- Previous experience of offering IAG in a school setting is desirable
- The ability to establish effective working relationships with students and staff
- A high degree of organisation.
- The ability to work both as a supportive team member and under one's own initiative.
- A willingness to undergo further professional development.
- An understanding of the confidentiality necessary when working with students.
- Excellent attendance and punctuality records from previous employment.
- ICT Competence.

## Qualifications

- Level 6 Diploma Career Guidance and Development (or equivalent). (or willingness to work towards the qualification whilst in post (with the cost being met by school)).

# How to Apply

Please submit the enclosed application form and a supporting statement of no more than two sides of A4 outlining why you are interested in the opportunity and how your application addresses the requirements of the role.

Applications should be returned electronically to [j.barrett@kirkbyhighschool.net](mailto:j.barrett@kirkbyhighschool.net)

Alternatively, send a hard copy to:

Mrs A Dobson  
Headteacher  
Kirkby High School  
Bracknell Avenue  
L32 9PP

Closing date: 12noon Monday 13<sup>th</sup> May 2024





The Trust will make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

All appointments are subject to satisfactory references, proof of qualifications and eligibility to work in the UK.

The Trust is committed to safeguarding and promoting the welfare of all children and young people and expects all staff to share this commitment. An enhanced DBS check will be required.





# KIRKBY HIGH SCHOOL



## JOB APPLICATION FORM FOR SUPPORT STAFF IN SCHOOLS

*The School and Governing Body are committed to equal opportunities in employment and welcome applications from all sections of the community.*

BRACKNELL AVENUE,

KIRKBY, MERSEYSIDE, L32 9PP

**TELEPHONE:** 0151 477 8710

**EMAIL:** [admin@kirkbyhighschool.net](mailto:admin@kirkbyhighschool.net)

### 1. POST APPLIED FOR

Post Applied For:			
School:	Kirkby High School		
As advertised in:		On date:	

### 2. PERSONAL DETAILS

SURNAME:		FORENAME:	
TITLE: (Optional)		Date of Birth: (Optional)	
Address:			
POSTCODE:		Email:	
Telephone No:		Mobile No:	





### 3. CURRENT POST

<b>CURRENT EMPLOYER AND JOB TITLE:</b>			
<b>DATE OF APPOINTMENT:</b>		<b>SALARY:</b>	
<b>NOTICE PERIOD:</b>			
<b>MAIN DUTIES AND RESPONSIBILITIES</b>			
<b>Reason for this application</b>			

### 4. EMPLOYMENT HISTORY

Post	Dates		Employer	Grade/Salary	Reason for Leaving
	From	To			



## 5. GENERAL EDUCATION

School	From	To	Qualifications – Grades, awarding bodies and dates

## 6. FURTHER AND HIGHER EDUCATION

Name of College/ University	From	To	Qualifications – Grades, awarding bodies & dates



## 7. ANY OTHER RELEVANT QUALIFICATIONS

Please give details of any other relevant qualifications you have for this post.

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## 8. ADDITIONAL INFORMATION

(i)	Are you related to, or a close friend of, any member of the Board of Trustees? If yes, please state relationship.
(ii)	Have you left any previous job for the reason of redundancy or are you in receipt of an occupational pension? YES/NO. If yes, please give details, including dates, post held and employer.
(iii)	Have you ever been dismissed from any previous employment on the grounds of misconduct or incapability? YES/NO If yes, please give details of dates and resources.
(i)	Do you hold a current and valid driving licence? YES/NO Please state category.....
(ii)	Do you have a disability? YES/NO If so, reasonable adjustments would be made for the interview process
Do you have any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974? YES/NO	
Do you have any adult cautions (simple or conditional) or spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020? YES/NO	
In line with Keeping Children Safe in Education, The Rowan Learning Trust will undertake general online searches for all shortlisted candidates which may include social media and video platforms. Online searches will only examine data which is publicly available, and the aim is to identify any incidents or issues. Any areas of concern will be discussed during the interview process.	
The information provided by you will be used for pre-employment recruitment monitoring and checks only and will supplement or form part of your application.	
To enable the check to be undertaken, it would assist if you could detail your username for the relevant social media platforms below:	



- Facebook
- Instagram
- Twitter
- LinkedIn
- TikTok
- Youtube

**9. STATEMENT IN SUPPORT OF APPLICATION**

Please attach a supporting statement, indicating any matters which you feel may be relevant to this application. Please head additional documentation with your name and post applied for.

**10. REFERENCES**

Please state the names and addresses and telephone numbers of two persons from whom references may be obtained. **One must be your current or most recent employer.** In the absence of previous employment experience, a reference from your last place of full-time education will be a suitable alternative.

REFEREE 1		REFEREE 2	
TELEPHONE NO:		TELEPHONE NO:	
EMAIL:		EMAIL:	
Can this reference be taken up immediately <b>YES/NO</b>		Can this reference be taken up immediately <b>YES/NO</b>	

**11. FURTHER INFORMATION FOR CANDIDATES**

- i) In the interests of the protection of children, all posts are subject to enhanced criminal record and other relevant disclosures through the Disclosure & Barring Service (DBS). A criminal record will not necessarily prevent you from obtaining a position.
- ii) Please note that it is the policy of the Trust and the Governing Body to preclude employment of persons over the age of 65.
- iii) You will receive no further communication unless selected for interview. If you have therefore not been contacted within three weeks of the closing date for applications, you should conclude that, unfortunately, you have been unsuccessful on this occasion.
- iv) Under the Data Protection Act, the Trust and the Governing Body will use the information given for the purpose of recruitment and selection. Strict confidentiality will be observed and if you become an employee, the information will be used for personnel, pay and pensions administrative purposes only.



THANK YOU FOR YOUR INTEREST SHOWN IN THIS APPOINTMENT

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**12. DECLARATION**

To the best of my knowledge and belief all the particulars I have given are true. I understand that any false statements may disqualify me from employment or render me liable for dismissal. I also understand that no offer of employment made to me will be binding unless confirmed in writing.

I also understand that this post is subject to a satisfactory enhanced Disclosure & Barring Service Disclosure, to satisfactory medical clearance and the provision of documentary evidence (e.g. NI Number) that shows I am entitled to work in the U.K.

Signature:..... Date:.....

