



Careers Adviser

Information for Applicants

June 2024

The Support Staff

The support staff at Farlingaye High School consists of hard working and friendly individuals who support the work of the school. We work well together as a team, supporting each other through our job roles.

Farlingaye is a thriving school of over 1900 students, we are part of East Anglian Schools Trust (EAST) alongside Kesgrave High School, Bungay High School and Castle East School. The Trust have also recently welcomed Aldeburgh, Easton, Leiston, Saxmundham and Wickham Market Primary Schools. We are passionate about learning and student achievement and our support staff play an integral role in the process of improving standards. Our most recent Ofsted report graded us "Good with Outstanding" features.

We are committed to providing excellent staff opportunities through developing and promoting our staff and offering an excellent CPD and support programme for new staff. We are also extremely pleased to have launched our own teacher training provider: EAST SCITT. This allows us to award QTS and also QTS + PGCE Programmes within both Primary and Secondary schools.

As a staff we strive to ensure that every area of school is the best it can be, and are committed to being restless in order to achieve this goal. We are humble, keen to learn from others and aim to keep developing. We believe that all our key stakeholders - students, parents, staff and governors - have a key role in helping us further improve. In order to achieve that we want our staff to all have one thing in common: the desire to make a difference

Colleagues work together well across the school and enjoy a high level of personal and professional support. Visitors often comment on the positive and friendly atmosphere in the school and on the hard work of staff. We strive to help students to maximise their full potential and take pride in the progress the school continues to make.

If you feel that Farlingaye is a school where you could make a contribution, we will be delighted to receive your on-line application. If you would like to discuss the job role further, please do not hesitate to contact Catherine Laid, Assistant Headteacher or Linda Marsh, HR Manager either at the school on 01394 385720 or via email: claird@farlingaye.suffolk.sch.uk or hr@farlingaye.suffolk.sch.uk

Linda Marsh
HR Manager

Careers at Farlingaye High School

At Farlingaye when we talk about our curriculum, we are talking about the “lived experience” of our students. Careers Education is an essential part of this experience building aspiration, confidence and knowledge of the world in which our students live. Careers Education, Information, Advice and Guidance (CEIAG) is seen as essential to motivating our students, promoting equality of opportunity and maximising their academic and personal achievement whilst at school and beyond.

Throughout their time at Farlingaye, students will follow a programme which develops and enhances their experiences, this spiral curriculum ensures all students have their individual needs met and are made fully aware of the options at each transition and the opportunities available to them in school and beyond. The careers programme is delivered by tutors, classroom teachers, through the PHSE programme and events throughout the year. However, the specialist independent guidance comes from the Careers Advisor. They offer support in identifying pathways, broadening expectation and aspiration and spark curiosity.

Farlingaye is a friendly, forward thinking school where we all strive for excellence. This role forms an essential part of that learning journey, ensuring students have the information necessary to make informed choices and staff have current knowledge of the possibilities which are emerging. You will need to be able to work within a group delivering the Careers, Information, Advice and Guidance (CIAG), supporting the planning, delivery and evaluation of programme; while also being able to work independently, using your initiative to ensure the best outcomes for all.

This is an exciting opportunity for someone who enjoys the challenge of working across teams, who is passionate about student well-being and who believes that careers education is an essential link between school and the world of work.

This role is required for the new academic year, starting September 2024

Careers Adviser

Farlingaye High School is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share and adhere to this commitment. DBS checks required for all posts.

SALARY: Grade 5, SCP16 - SCP20: £11,277.17 up to £12,635.45 (FTE £30,296 up to £33,945)

HOURS: 18 hours per week, worked over 3 days per week, 35 weeks per year

CONTRACT STATUS: Permanent Contract

ACCOUNTABLE TO: Assistant Headteacher – Careers Lead

PURPOSE OF THE POST: To provide careers information, advice and guidance services via a coaching approach. The Careers Adviser will provide a person to person service which is facilitative and responsive to a variety of learning and decision-making styles which will ultimately lead to greater customer empowerment and ownership.

As a Careers Adviser you will provide information, advice and guidance to help our students make realistic choices about their education, training and work. You will deal with a range of students from the age of 13 (Year 8) up to the age of 17 (Year 13)

The help and advice you give will include identifying options for suitable careers, advising on how to write a good CV and covering letter, assisting with the application process and helping to locate relevant training courses.

MAIN DUTIES AND RESPONSIBILITIES:

- Report to and advise the senior leadership team and governors on policy, strategy and resources for careers guidance and show how they meet the 8 Gatsby Benchmarks.
- Contribute to development of Careers Strategy and Policy.
- Contribute to prepare and implement a careers guidance development plan
- Ensure compliance to provide independent careers guidance to students
- Interview people one to one or in small groups to discuss career or education options; identify skills gaps and how to deal with them
- Help students to draw up action plans for employment, education and training and support them to achieve these goals.
- Advise students on how to source relevant training courses or qualifications and what funding might be available.
- Provide advice on CV, applications, job hunting and interview techniques
- Plan, deliver and evaluate the programme of activity in careers guidance across the 8 Gatsby benchmarks.
- Establish and develop links with further education colleges, employers and apprenticeship providers
- To ensure inclusion, equality, reality of opportunity and respect for diversity to promote the development of student's self-reliance, self-esteem and emotional resilience, raising aspiration and signposting opportunities.
- To provide guidance and tailored packages to support young people encountering difficulties and the most vulnerable.
- Support the school careers fairs, options evenings and parents evenings as required.
- Maintain high personal professional standards of attendance, punctuality, appearance, conduct and positive relations with students, parents and staff.
- Comply with policies, procedures and undertake relevant training relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Establish and maintain regular communication flow (internal and external).
- Provide regular reporting to Careers Lead, Head of Careers and Heads of Year as required.
- Establish and carry out procedures to keep records of students to satisfy school policies, National Curriculum and Ofsted requirements.

- To ensure that administrative requirements are fulfilled and that deadlines are met.
- Maintain confidentiality.
- Be aware of and follow school Safeguarding procedures.

This job description sets out the main duties associated with the stated purpose of the post. The duties listed above are representative but not exhaustive and other duties appropriate to the post may be undertaken and should not be excluded simply because they are not itemised. The duties and responsibilities of this post may change from time to time and the post holder may be expected to undertake other duties of a similar level/nature, which are considered appropriate to the level of this post but not explicitly mentioned above, at the request of the Headteacher.

Similarly, the duties of this post could vary from time to time as a result of new legislation, changes in technology or policy changes. When necessary, appropriate training will be given to enable the post holder to undertake new/varied work.

PERSON SPECIFICATION

	Essential	Desirable
Education & Qualifications	<p>GCSE Grade C or above in English and Maths or equivalent</p> <p>Qualification in Careers Guidance (QCG)</p> <p>Career Guidance and Development Level 6 Diploma</p>	<p>European Computer Driving License (ECDL) or equivalent.</p> <p>Member of Careers Development Institute</p>
Relevant Experience	<p>Demonstrable experience in providing careers support to young people or young adults through a range of methods.</p> <p>Experience of encouraging students to participate in or complete tasks</p>	<p>Previous experience of working as a Careers Adviser</p>
Knowledge & Skills	<p>Expert knowledge of legislation and guidance on careers, including the Gatsby Benchmarks.</p> <p>Good working knowledge of Microsoft packages, e.g. Word, Excel, PowerPoint, Publisher, Outlook etc.</p> <p>Knows how to maintain accurate records; maintaining confidentiality and data protection/GDPR requirements at all times.</p> <p>Works on own initiative.</p> <p>Research and problem solving skills to deal with queries and issues.</p>	<p>Experience of SIMS</p> <p>Knowledge of school policies and procedures</p> <p>Knowledge of own and others responsibilities for health and safety.</p>
Interpersonal & Communication Skills	<p>Good verbal and written communications skills.</p> <p>Ability to communicate a vision and inspire others.</p> <p>Able to communicate effectively and build a rapport with students and colleagues</p> <p>Able to work collaboratively with others, demonstrating a flexible approach.</p> <p>Demonstrates a positive attitude, commitment and enthusiasm thereby creating a positive role model.</p> <p>Ability to plan time effectively and organise oneself well.</p> <p>Sensitivity to students' and other people's needs</p>	<p>Ability to contribute to the delivery of continuous improvement.</p>
Additional Requirements	<p>Willingness to learn relevant procedures and systems.</p>	

APPLICATION PROCESS

If you are interested in this post, please apply using our on-line application process which can be found on the school's website www.farlingaye.suffolk.sch.uk under 'Join FHS'. Applications should be submitted as soon as possible but **by 9am on Thursday, 4th July 2024** at the latest.

As part of the on-line application process you will need to create a user account and then complete a series of standard application form questions. In addition, you are required to submit a supporting statement/cover letter. Please be aware that the information in your supporting statement along with your application form will be used to shortlist applicants for the role and therefore it is **very important** that you provide enough detail to give a full picture of your skills and experience and how they meet the specific needs of the role.

Our on-line process allows you to save and return to your application if you are unable to complete all the questions at one time.

If you require any further information regarding the job role or application process, please contact Linda Marsh, HR Manager via email hr@farlingaye.suffolk.sch.uk. Any specific questions about the role can be sent to Catherine Laird, Assistant Headteacher: claird@farlingaye.suffolk.sch.uk

The successful candidate will have to meet the requirements of the person specification in order to be offered the post and will be subject to an enhanced DBS check. This Academy is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share and adhere to this commitment. Enhanced DBS checks are required for all posts.

CHILD PROTECTION POLICY

At all times the Headteacher and governing body will ensure that safe recruitment practices are followed. At Farlingaye High School we require evidence of identity and original academic certificates. We do not accept testimonials and insist on taking up references prior to interview. We will question the content of the on-line application form during the interview if we are unclear about them, we will undertake enhanced Disclosure & Barring Checks (DBS) and use any other means of ensuring we are recruiting and selecting the most suitable people to work with our children.

INTERVIEW PROCESS

The purpose of the interview is to assess your suitability for the above post and give both the panel and yourself an opportunity to gain further information before making a successful appointment. It is also an opportunity to seek clarification on information that you have provided via the on-line application form and accompanying information. The interview will assess your suitability to work with children and will include questions relating to safeguarding and promoting the welfare of children.

Interviews will be held: Thursday, 11th July 2024

Please note that current or previous employers will be contacted as part of the verification process. We require two work-related referees to be listed on your on-line application form and we will contact those referees before interviewing.