



Astrea Academy Trust
INSPIRING BEYOND MEASURE

Careers Advisor

CANDIDATE PACK



Open Letter from our CEO

Dear Candidate,

Astrea is an ambitious, dynamic and young trust with a mission to tackle historic educational disadvantage. Our academies are based across South Yorkshire and Cambridgeshire, often in areas which have experienced generationally poor educational opportunities. Our role is to change that. We want to play our part in the social regeneration of these areas.

We have grown rapidly over the last four years and now educate around 14,000 students in 27 academies. Whilst our educational outcomes have improved over the last 4 years, they are not yet as strong as we would like them to be, nor as strong as our students and communities deserve.

With this in mind, we are entering a new period in our development. We are increasingly clear and specific about our vision for behaviour, curriculum and teaching quality, but our sense of what defines us is still evolving. With this in mind, we are looking for leaders who:

Want to be part of our journey to outstanding, shaping our vision, and helping us to unlock the collective power of our system. If you're a solo flyer, our Trust is not for you.

Share our commitment to an inclusive, aspirational and academic education for all pupils.

Believe that in a Multi-Academy Trust, the whole is greater than the sum of the parts and that it is our collective responsibility to get the best outcomes for all our pupils.

Bring expertise, aspiration, courage, and a collegial approach. We are brave for our communities and we welcome challenge and ambition.

Are authentic, visible and driven.

Bring an academic perspective to their work, supported by well-researched, well-evidenced approaches that make us think and push the trust's practice forwards

Want our schools to be joyful places to learn, underpinned by expert teaching, brilliant curriculum, broad opportunities for learning and excellent consistent behaviour in every classroom.

For our part, we commit to challenging you, inspiring you, supporting your development and giving you access to leadership opportunities not only within your own school, but also across our Trust as your role develops.

Best Wishes

Rowena Hackwood

CEO



Job Description

JOB TITLE: Careers Advisor

REPORTING TO: National Careers Lead

SALARY RANGE: £36, 343

ACTUAL SALARY IF PRO RATA: £33407

CONTRACT TYPE: Permanent

WORKING PATTERN: 37.5 hours a week. Term time plus 2 weeks



Role Description

Purpose

This is an exciting opportunity to join a supportive Academy Trust who truly believe in the benefits and significance of Careers and Personal Guidance. Working from the Trust's central team across the Cambridgeshire region of schools, you will report directly to the National Careers Lead. We are a flexible Trust and are willing to consider part time or job share for the right candidate. You will:

- Provide professional career guidance services, including personal guidance interviews in order to improve students' skills, knowledge and understanding for career planning and management.
- Work with and support the named Careers Leader in school to provide an exceptional Careers programme to all year groups.
- Manage a large administration workload.

Main Duties and Responsibilities

Personal Career Guidance

- Conduct student focused, impartial and personal career guidance meetings with students which challenges and supports them to make informed, realistic and adaptable career decisions.
- Base guidance on student self and opportunity awareness, aspirations, motivation, confidence and approach to learning.
- Generate and maintain student records electronically in support of personal guidance interviews, including a summary of agreed actions.
- Prioritise 1:1 intervention for vulnerable students (PP, SEN, LAC) in Years 7 to 13. Careers Information
- Develop and use expert knowledge of career and labour market information and intelligence to enable students to identify, access, interpret and utilise valid and current information that is relevant, including the appropriate use of information technology, e.g. social media and web-based information sources.
- Assist the Careers Leader in organising events and activities promoting careers. E.g. post 16 option events and Higher Education activities.
- Prioritise advice and support for students and parents at key points in the school year; e.g. Post 16 Options Evening, some parent/carer events and Year 11 results day.
- Assist in organising and updating the school's careers resources.

Career Guidance Programmes

- Support the Careers Leader on the range of resources and the role of opportunity providers, e.g. Enterprise Co-ordinator/Adviser in the development and delivery of the career guidance programme in school and the achievement of the Gatsby Benchmarks.
- Facilitate career-related learning activities in groups with students.
- Assist, where relevant, with the monitoring, evaluation and reporting on the effectiveness of the career guidance programme in achieving the Gatsby Benchmarks and other careers related standards.
- Support with the school's work experience programmes.
- Develop and use expert knowledge of Labour Market Information to share with teaching staff in order for them to promote careers in the curriculum.

Role Description

Main Duties and Responsibilities continued...

Networking, Consultancy and Advocacy

- Refer to specialist services if required to support specific needs of students e.g. young people with SEND.
- Communicate with relevant external agencies and networks for the benefit of students and the enhancement of the career guidance programme.
- Develop strong professional relationships with a wide network of employers, both regionally and nationally that can support the school.
- Involve parents and carers, where relevant, in the career guidance programme and support provided to their child and attend parents' evenings as required.
- Provide information, advice, guidance and signposting for students to specialist agencies about a range of issues in addition to careers. e.g. education, housing and finance and include signposting within school to key areas of support within the pastoral and wellbeing team.

Professionalism

- Develop and promote high standards throughout Astrea Academy Trust.
- Abide by the relevant legislation, codes of professional practice, e.g. the CDI Code of Ethics and school policies.
- Reflect on practice and engage in continuous professional development to further develop the skills and knowledge required for professional practice and to keep up to date with developments in the sector.
- Be aware of and comply with policies and procedures relating to safeguarding and child safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

Person Specification

Experience

- Proven experience of delivering Personal Guidance with young people.
- A track record for achieving positive outcomes for young people.
- The ability to provide an effective and impartial service underpinned by equal opportunities, a respect for diversity and a commitment to challenge stereotyping and low aspirations.
- Experience of developing and maintaining comprehensive, up to date knowledge and understanding of a range of career and learning progression routes and labour market information.
- Experience of tracking student destinations.

Education and Qualification

- Level 2 qualifications in Maths and English – Essential
- Level 6 Diploma in Careers Guidance & Development or equivalent – Essential
- A Degree – Desirable

Skills and Knowledge

- An understanding of the communities being served, including education and learning provision 11 – 18 and beyond.
- Knowledge of safeguarding and child protection procedures.
- The capability to work effectively in a busy and demanding environment, often under pressure.
- The ability to advocate in the best interest of individual young people.
- The ability to work independently and within a team
- Demonstrate initiative and self-motivation.
- The ability to work positively with a wide range of stakeholders and external agencies.
- The ability to present information clearly and concisely to prescribed formats.
- Excellent written and verbal communication skills.
- The ability to respect and maintain confidentiality
- The ability to deal appropriately with a range of sensitive issues.
- The ability to remain truly impartial and student focused.
- Please note that the ability to travel flexibly between different sites is essential for this post

This is not exhaustive.

Astrea Academy Trust is committed to safeguarding and promoting the welfare of children and young people. We expect all staff and volunteers to share this commitment. Posts are subject to enhanced DBS checks. For further details on the recruitment process, please review our Recruitment Pack. This can be found attached to each vacancy

About Astrea

Astrea is an ambitious, dynamic and young trust with a mission to tackle historic educational disadvantage and raise quality standards across all of our schools. Our academies are based across South Yorkshire and Cambridgeshire, often in areas or at schools which have experienced generationally poor educational opportunities. Our role is to change that. We have grown rapidly over the last four years and now educate around 14,000 students in 27 academies and settings. Whilst our educational outcomes have improved over the last 4 years, they are not yet as strong as we would like them to be, nor as strong as our students and communities deserve. With this in mind, we are entering a new period in our development. We are increasingly clear and specific about our vision for behaviour, curriculum and teaching quality.

Key Characteristics of our academies:

- High aspirations, with a firm emphasis on academic attainment
- A knowledge-rich curriculum that develops a general knowledge of the world not simply for progression for the workplace, but for the love of the acquisition of knowledge
- A calm and purposeful learning environment built on mutual respect and centralised behaviour systems
- Outstanding pastoral care with the provision of specific trust delivered SEMH services where appropriate to the pupil
- Standardised reading and arithmetic catch-up programmes for pupils where this is relevant that are taught by specialists
- Active parental and community involvement
- A broad range of extra-curricular activities including sports, music, performing arts and academic clubs

Objectives for pupils:

- Encourage all children to be confident, hard-working and ambitious, regardless of background
- Transmit a core body of knowledge to all pupils and the ability to think for themselves in order to be aware of the world around them
- To be active and thoughtful participants in their local community
- To be successful in achieving their qualifications at both GCSE and A Level

A knowledge-rich education:

- By a knowledge-rich education we mean a rigorous and extensive, knowledge-based education that draws its material and methods from the best and most important work in both the humanities and the sciences.
- The aim of a core-knowledge education is not primarily to prepare pupils for a job or career, it is more to transform their minds so that they are able to make reasonable and astute judgments and engage fruitfully in conversation and debate – not just about contemporary issues, but also about the universal questions that have been troubling mankind throughout history.
- We want children to leave our schools with the confidence that comes from possessing an essential general knowledge. A knowledge-rich education should not confine itself to the Western canon, but should embrace other cultures and traditions. What that canon includes will be subject to review, but will always be closely connected to the history and the present nature of the society in which we live, including our international connections.

View the [Astrea 2025 Strategy here](#)

Employee Benefits

At Astrea we want all our employees to flourish and grow both professionally and personally, to help us support this mission we provide all our employees a generous range of benefits to support them in their personal and professional lives

Employee Benefits

You thrive, we thrive 



Astrea Academy Trust
INSPIRING BEYOND MEASURE

LIFE ASSURANCE

In the event of your death, your family have the benefit of financial support with life assurance cover provided through the pension scheme.



ASTREA PENSION SCHEME

Joining the Astrea pension scheme is one of the most tax efficient ways to save for your retirement. We offer our employees up to 24%* employers contributions.

Because your future matters to us.



*Depending on pension scheme

EMPLOYEE ASSISTANCE PROGRAMME

All of our employees receive the Health Assured EAP. We recognise the personal challenges that our people face and are proud to provide a service to support their emotional, physical, social and financial wellbeing.



Download the Health Assured WISDOM app via the app store.

ASTREA TALENT PROGRAMME

We believe in illuminating our people and connecting them with their purpose. Our Astrea Talent Programme provides career pathways to ensure our people flourish through learning and development opportunities.



GENEROUS ANNUAL LEAVE



We offer our employees generous leave entitlement.

We know that giving you sufficient annual leave to do the things that matter to you is important.

AND MORE....



- Professional membership contributions
- Cycle to work scheme
- Flexible / hybrid working*
- Eye care contributions
- Referral incentive for recruitment

*dependent on role



Astrea Academy Trust are delighted to be part of such an important movement, which will ensure we have the guidance to challenge attitudes towards disability, tap into wider talent pools and help all individuals across the Trust fulfil their potential and realise their aspirations. As a Disability confident employer we have pledged to promote a culture that ensures there are no barriers to the development and progression of disabled staff.



Astrea Talent Programme

We believe that everyone has talent. At Astrea, we want your career to flourish, nurturing potential through the Astrea Talent Programme. This provides a defined career pathway, with associated personal and professional development way points and opportunities, funded by the Trust, wherever you start on the pathway. From apprentice to senior leader, we are devoted to growth and fulfilment. We want you to realise your ambition plus competence towards a brilliant education for all our pupils, giving them the opportunities they truly deserve.

Here at Astrea Academy Trust we know that diversity fosters creativity and innovation. We are committed to developing and retaining a workforce that is representative of the diverse communities that we serve. We are committed to equality of opportunity, to being fair and inclusive and building our culture of belonging. We therefore particularly encourage applications from candidates who are likely to be underrepresented in Astrea's workforce. These include people from Black, Asian and minority ethnic backgrounds, disabled people, LGBTQI+ people, and men.

