



COCKBURN
MULTI-ACADEMY TRUST
TRANSFORMATION TO EXCELLENCE



We're Hiring

Recruitment Booklet

Careers, Information Advice and Guidance Officer

COCKBURN SCHOOL 
Specialist status in the Performing Arts Learning for Life

COCKBURN JOHN CHARLES ACADEMY 
Learning for Life

COCKBURN LAURENCE CALVERT ACADEMY 
Learning for Life

FOOTSTEPS
to success

COCKBURN HAIGH ROAD ACADEMY



MIDDLETON PRIMARY SCHOOL

Reach 
Primary Learning Centre



0113 271 9962



recruitment@cockburnmat.org



www.cockburnmat.org

Job Description

Post:	Careers, Information Advice and Guidance Officer
Required:	September 2024
Pay scale and salary:	C3, SCP 19-22 (£29,777 - £31,364 pa FTE) Actual salary £25,742 - £27,114 pa
Contract Type:	Fixed term until 31st August 2025
Hours of work:	Term time only + 6 additional training days Full time, 37 hours per week

Accountable to: Assistant Headteacher

Purpose of Role:

The Careers, Information Advice and Guidance Officer is to work with the Assistant Headteacher to be responsible for careers guidance to pupils across the whole academy. In addition, the CA will be integral to informing the direction of Careers Education and Guidance. The Line Manager will be the Assistant Headteacher and Careers Leader. The CA will play a full and active role in the life of the academy e.g. staff meetings, assemblies, progress review evenings and developing and maintaining close working relationships with external partners in business and education.

Main Duties:

- Provide advice and guidance to pupils on career planning to support them consider the various options available;
- Collaborate with SLT, teaching staff and Form Tutors in guiding pupils in their choice of subjects leading to academic qualification, FE/college entrance and apprenticeships;
- Collaborate with the PSHCE department regarding the delivery of a planned programme of lessons and activities for careers education as appropriate, including developing employability skills;
- Provide support in matters of psychometric testing, careers software programmes and individual follow up guidance for pupils and parents;
- To organise and conduct mock interviews. To liaise with the wider community, for example parents, alumni and employers to provide support with mock interviews;
- Collaborate with the Assistant Headteacher and Careers Leader in the development of provision including budgeting and accounting. (Seeking possible additional funding from other agencies/sources);
- Collaborate with the Assistant Headteacher in organising other careers events including the Employability Week Careers Fair, Guided Destinations & HE days/evenings, Employer Insight days, HE fairs etc.;
- Oversee the maintenance and development of a high-quality Careers and Higher Education Reference Library in the LRC incl. computer based and internet access to material;
- Keep staff & pupils aware of labour market trends and HE developments including sponsorship and apprenticeships;
- Contribute to the provision of a post GCSE results service for pupils seeking alternative places in HE, Sixth Form, apprenticeships etc.;

- Maintain and develop contacts with universities and other FE/HE providers, LEP, other local independent schools;
- Maintain records e.g. career guidance status, destinations;
- Attend careers conferences;
- Build links with business, industry and the professions, and arrange regular input from these areas to provide information on employment and training opportunities;
- Liaise with careers services;
- Have due regard to one's own professional development;
- Organise and run appropriate staff INSET on careers matters;
- Ensure all relevant compliance documentation related to careers, for example the Careers Policy, is up to date and reflects our current practice.

Other Duties

- To be aware of and abide by all the academy's policies, in particular safeguarding.
- To assist at academy open days, functions and with extra-curricular activities.
- To attend staff INSET sessions and key staff meetings.
- To perform such other duties as may be required by the Head of School or Executive Headteacher

Person Specification

Detailed below are the types of skills, experience and knowledge that are required of applicants applying for the post. The 'Essential Requirements' indicate the minimum requirements and applicants lacking these attributed will not be considered for the post. The points detailed under 'Desirable Requirements' are additional attributes to enable the applicant to perform the position more effectively or with little or no training. They are not essential, but may be used to distinguish between acceptable candidates.

Qualifications	Essential	Desirable	MOA
Applicants must hold or be currently in training to achieve following: QCF level 6 qualification in Careers Guidance and/or Diploma in Careers Guidance and/or Qualification in Careers Guidance and/or NVQ4 Advice and Guidance	*		A/Q
5 A* C GCSE s including English & Maths		*	A/Q
KNOWLEDGE/SKILLS	Essential	Desirable	MOA
Good numeracy/literacy skills	*		A/R/S
Able to communicate effectively with a wide range of people including children & young people	*		A/R/S
Able to accurately enter/retrieve data information from information systems/databases	*		A/Q/R/S
Able to prioritise work to meet conflicting deadlines	*		A/R/S
Ability to motivate, inspire and challenge young people	*		A/R/S
Knowledge and skills to safeguard the welfare of CYP and uphold your professional responsibility	*		A/Q/R/S
EXPERIENCE	ESSENTIAL	DESIRABLE	MOA
Experience of working with children of relevant age	*		A/R/S
Experience of communicating effectively with adults, building and maintaining positive working relationships with external partners	*		A/R/S
Previous experience of providing careers advice		*	A/R/S

PERSONAL QUALITIES	Essential	Desirable	MOA
A passion for education and making a difference	*		R/S
Excellent communicator	*		R/S
Effective team member	*		R/S
Energy, enthusiasm, sense of humour	*		R/S
Ability to motivate self and others	*		R/S
Willingness to contribute to the wider life of the Academy and Trust	*		R/S
Emotional resilience - recognising that working in Education can be a demanding job but approach the challenge positively	*		R/S
Subscribe to the ethos of the Trust and go the extra mile in terms of time and commitment to get the very best from their students	*		R/S
Ability to drive or travel in order to fulfil the requirements of the role	*		A/S
The postholder must have a command of spoken English which is sufficient to enable the effective performance of the role, including the ability to speak with confidence and accuracy and the ability to listen and respond appropriately dependent on the audience.	*		A/Q/R/S
Employment is conditional on confirmation of the right to work in the UK – either as a UK or Irish citizen, under the EU Settlement scheme or having secured any other relevant work visa. If you do not have the right to work in the UK and the role does not meet eligibility for sponsorship, please consider carefully whether you meet the eligibility to apply for this position.			
This role is subject to a six-month probationary period and satisfactory enhanced DBS check. As one organisation Cockburn Multi-academy Trust expects all its employees to work across any academy within the trust as and when required.			
METHOD OF ASSESSMENT (MOA)	A =	Application Form	
	Q =	Qualification	
	R =	References	
	S =	Selection Process	

COCKBURN

CAREER PATHWAYS

What job roles am I interested in?

Pastoral

Safeguarding Officer, Family Support Worker, Early Intervention Therapeutic Worker, Attendance Outreach Worker, Outreach Co-ordinator, Early Intervention Worker Assistant SENCO, Head of Year

Facilities

Cleaner, Cleaning Supervisor, Caretaker, Caretaker, Site Manager, Premises Assistant, General Kitchen Assistant, Senior Catering Assistant, Catering Supervisor, Catering Manager

Data/technical support

Reprographics, Data Assistant, Data Manager, Trust Data and MIS Officer, IT Technician, Senior IT Technician, IT Manager

Operational

Receptionist, Administrator, Office Manager, School Business Manager, Personal Assistant to Head of School/ Executive Headteacher, Exams Officer, Finance Assistant, Finance Officer, Trainee Accountant, Finance Manager, HR Manager, Head of HR, Deputy Chief Operating Officer, Chief Operating Officer

Classroom support

Midday Supervisor, Before/After School Club Assistant, Playworker, Nursery Assistant Child and Family Practitioner Behaviour & Learning Inclusion Practitioner, Teaching Assistant, Learning Mentor, Cover Supervisor, HLTA, DT/Art/Food/Science Technician LRC Coordinator

Routes into teaching

QTS, QTLS, PGCE, SCITT, School Direct Teach First, Teaching Apprenticeship, Straight to Teaching

What career path should I take?

Ongoing training and development

PDD Days, annual updates, staff briefings, departmental specific training, away days

What qualifications do I need to reach my goal?

GCSEs, A Levels, NVQs, diploma, foundation degree, PGCE, QTS, ECT, Level 3 TA, CIPD, accountancy, H&S, NEBOSH, computing and IT, apprenticeship

Annual appraisal

CPD, training and development, career aspiration conversations, succession planning

Training for new starters...

Staff induction, statutory training including child protection and safeguarding, online safety, data protection, school policies, behaviour management

What internal training may there be available?

Shadowing, acting up, secondments, mentor support, volunteering, associate roles

How do I find out more about job roles?

Job adverts/website, line manager, careers officer, departmental heads, teacher training lead, HR

Smart clinic resources

Self-care and personal development

National College resources

Teaching and learning, pedagogy. SEND, admin, finance, staffing, recruitment, facilities, H&S

Our values and ethos

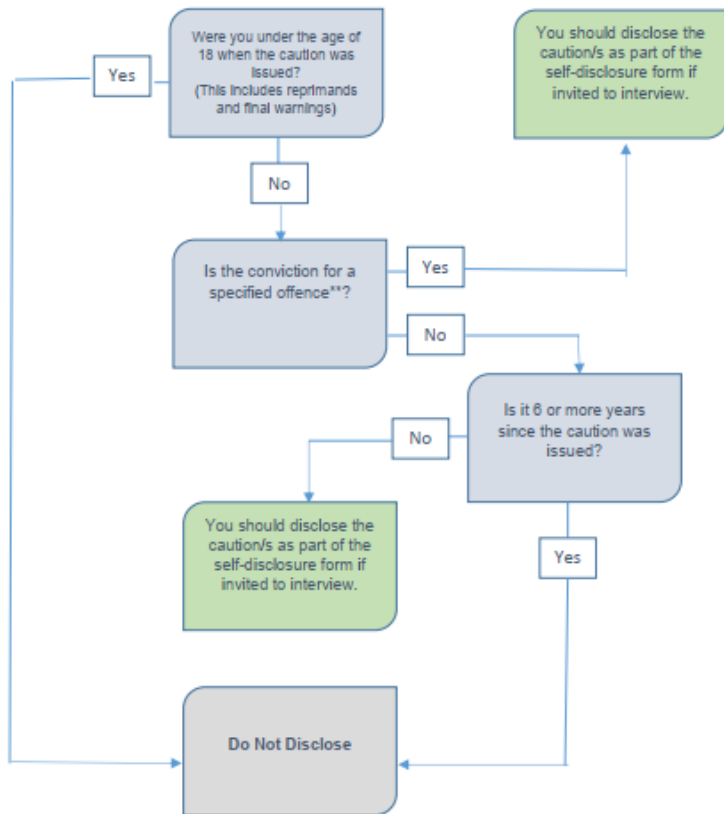
Equality, diversity and inclusion, high quality professional development, internal coaching and individual CPD rewarding jobs, lifelong learning, growth mindset, work life balance, flexibility

SUPPORT STAFF



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Disclosure of a Caution
(this includes reprimands and final warnings)



**<https://www.gov.uk/government/publications/dba-list-of-offences-that-will-never-be-filtered-from-a-criminal-record-check>

Disclosure of a Conviction
Please work this through for each conviction you have separately even if they were part of the same legal proceedings

*https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/935747/draft-rehabilitation-offenders-act-1974-exceptions-order-1975.pdf

**<https://www.gov.uk/government/publications/dba-list-of-offences-that-will-never-be-filtered-from-a-criminal-record-check>

