



VALLEY INVICTA
ACADEMIES TRUST

Careers Adviser

Invicta Grammar School



Shaping Tomorrow's Future Together

Valley Invicta Academies Trust is a dynamic, vibrant, multi-academy trust comprising of nine schools – five primary and four secondary – and Valley Invicta Teacher Training, all based in the Maidstone and Malling area of Kent.



INVICTA GRAMMAR
SCHOOL



Trust Welcome

Valley Invicta Academies Trust (VIAT) consists of an exceptional cluster of five primary and four secondary schools at the heart of the local community. We put the children we teach at the very centre of all we do. Our staff are equally at the heart of our schools.

We are now recruiting for a Careers Adviser to join us. This is an exciting opportunity for an enthusiastic and committed professional to join a very successful, mature Trust that encourages all its staff to be the best they can be.

We are looking for an exceptionally talented individual who will use their energy and vision to make a real impact; to support the students with their career choices, as well as ensuring that our schools continue to develop their current standards and achievements – both academically and pastorally.

The successful candidate will receive encouragement, support, and guidance to develop their own career within the Trust, which prides itself on 'growing its own' talent.

Vacancy

Valley Invicta Academies Trust is highly respected and has an exciting opportunity to build on the achievements of the careers service currently offered within Invicta Grammar School.

We would like to appoint a Careers Adviser who will take the lead responsibility and accountability for the delivery of the school's programme of careers education and guidance and would be available to join us in September 2023.

The role is for a committed and motivated professional who would like to work in a school that provides a wealth of opportunities for both its students and staff, along with wanting to be part of a friendly, team-based workforce.

Who are we looking for?

We would like an enthusiastic, dedicated and ambitious team player to join us.

This is a wonderful opportunity for a passionate Careers Adviser to join a growing Trust with an established staff body, and a strong department with a good spread of experience.

Our ethos

As a Trust, VIAT recognises the need to drive standards and to reflect and adapt according to the changing context of our community and the world we live in.

Our schools continually evolve in our drive for excellence; we aspire to provide outstanding care, outstanding education and outstanding opportunities.

We have a dedicated team of professionals who are always willing to support new staff.

New opportunities, including career progression, are actively sought for all staff across the Trust.

Collaboration with like-minded colleagues within VIAT is set up to provide networking, support, quality assurance and friendship.

Are you looking for a new challenge?

Do you:

- Love advising students on possible careers?
- Want students to feel valued, safe, and happy?
- Enjoy working within a strong team?
- Have commitment to providing an exciting range of opportunities for students?
- Inspire students, parents/carers and colleagues?
- Believe that every student can learn, achieve, and thrive?

Are you the right candidate?

We would like to hear from you if you are:

- An energetic and ambitious Careers Adviser;
- Able to work as part of a team;
- Motivated and inspirational with high expectations of students;
- Confident and able to communicate a clear vision for the school, students and colleagues;
- Able to inspire students to reach their full potential.

If you think you would thrive in this environment we want to meet you.

Position	Careers Adviser
Location	Invicta Grammar School
Responsible to	Headteacher
Basis	Permanent, term time plus one week (including 6 days during the summer term and specific evenings agreed with line manager.
Commencement	September 2023
Salary	VIAT 8 Points 32-37 (£27,902.84-£31,820.83 actual)

Application Process

We are, of course, seeking to appoint the best possible candidate and therefore the application process will undertake all necessary measures to achieve this.

On the basis that some interested candidates may be keen to visit the Trust before making a formal application, you can arrange this by contacting Mrs N Fitzgerald, PA to Headteacher – n.fitzgerald@invicta.viat.org.uk.

When ready to apply, suitable and interested candidates are invited to complete an online application detailing why they are suitable for the role.

If you have any queries on any aspect of the application process or need additional information, please contact Mrs N Fitzgerald, PA to the Headteacher.

The Trust is committed to safeguarding children and successful candidates will be subject to an Enhanced DBS check.

Our commitment to safeguarding is underpinned by robust processes and checks which are in place across the Trust.

This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020.

Closing date for applications

Monday 19 June 2023
however, we reserve the right to close this vacancy early should we receive an overwhelming response.

Interviews and assessment activities

To be confirmed.



Job Specification

Responsible to: Headteacher

Responsible for: Careers Education and Guidance

Qualifications

- GCSE Maths and English
- Level 6 Diploma in Careers Guidance and Development

Experience

- Work in a school/college environment or with young people
- Office administration experience
- Leadership and management experience in a school environment or other relevant organisation

Knowledge & Skills

- Organisational and administrative skills
- Competent with common IT systems, e.g. Microsoft Office
- High standards of communication (verbal and written)
- Time management and planning
- Ability to lead and work as a member of a team to achieve agreed objectives
- Ability to deliver careers related activities to a range of audiences including students, parents/carers and colleagues
- Ability to establish and develop strong customer-focused relationships
- Ability to handle confidential information sensitively, and knowledge of relevant data protection practices
- Knowledge of the higher education, local and national labour market
- Knowledge of the relevant legislation on careers in school, including the Gatsby Benchmarks
- Awareness and understanding of special educational needs and disability

Personal Qualities

- Strong interpersonal and networking skills
- Sensitivity and understanding, to help build good relationships with colleagues and students
- A commitment to getting the best outcomes for all students and promoting the ethos and values of the school

- Commitment to maintaining confidentiality at all times
- Commitment to safeguarding student wellbeing and equality
- Resilient, positive, forward-looking and enthusiastic about making a difference to children and young people

Attributes

- High expectations of students and a commitment to ensure they can achieve their full potential;
- Positive values, attributes and high standards of professional behaviour;
- Up to date knowledge and understanding of careers education and guidance
- The ability to communicate effectively with children, young people, colleagues, parents and carers;
- A commitment to improving practice through appropriate professional development;
- The desire to act upon advice and feedback and be open to coaching and mentoring.

In addition to the candidate's ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children including:

- Motivation to work with children and young people;
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people;
- Emotional resilience in working with challenging behaviours;
- Attitudes to use of authority and maintaining discipline.



Duties and Responsibilities

Leadership

- Lead the careers team working with administrators, external partners, and any other staff members involved in the delivery of careers education activities.
- Prepare and implement a careers education and guidance development plan.
- Review and evaluate careers education and guidance and provide information for school improvement planning, Ofsted, and other purposes.
- Report on Careers Education and Guidance to senior leaders and governors.
- Understand the impacts of changing education landscapes for careers education and guidance.
- Ensure compliance with the school's legal requirements to provide independent careers guidance and publish the relevant information on the school's website.
- Lead on collaboration with Careers teams from other schools within the Trust.

Management

- Develop, plan and deliver the programme of activities in careers education and guidance across the school.
- Collaborate with the Personal Development team to ensure that careers education is an integral part of the curriculum and personal development programme.
- Brief and support staff members involved in careers education across the curriculum, working closely with Lead Teachers.
- Monitor the delivery of careers education and guidance across the 8 Gatsby Benchmarks.
- Support Heads of Year and Tutors in the delivery of careers education in tutor time and deliver CEG related assemblies.
- Provide careers advice to students via careers interviews, bulletins, newsletters, assemblies, information evenings, parents evenings and other school events and activities.
- Lead on providing advice to students during and following Results Days.

Co-ordination

- Manage the careers section of the school website, ensuring that information is accurate and up to date.
- Work with the leadership group to deliver our school's careers programme and share feedback regarding student aspirations and destinations.

- Work with relevant Heads of Year regarding the co-ordination of work experience placements.
- Manage the provision of career and labour market information.
- Refer students to external agencies who can support with their career development.
- Communicate with students and their parents/carers, promoting careers education and guidance.
- Engage with relevant subject leaders (such as the PSHE lead) to plan their contribution to the careers education programme

Networking

- Establish and develop links with further education colleges, apprenticeship providers, technical colleges, local and national employers and universities
- Negotiate a service level agreement with the local authority (LA) as appropriate
- Work with external organisations and external careers education and guidance services where appropriate
- Liaise with careers leaders in other schools and share best practice
- Secure funding for careers-related projects
- Maintain and grow a network of alumni who can help with the school's careers programme
- Keep up to date with developments in technology and careers education and guidance resources.

Other areas of responsibility

Safeguarding

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, the Prevent duty guidance) and our safeguarding and child protection policies.
- Work with the Designated Safeguarding Lead to promote the best interests of students, including sharing concerns where necessary.

Others

- Complete projects and tasks as directed by the Headteacher.

Notes

This job description may be amended at any time in consultation with the postholder.

Benefits at Valley Invicta Academies Trust and Invicta Grammar School

VIAT is a dynamic organisation with many career opportunities for new and existing staff.

Here are just some of the benefits the Trust offers:

- An open and collaborative working environment, not just within Invicta Grammar School but across the Trust;
- A career in an organisation that values individuality and diversity.

Professional development opportunities:

- Regular training and access to a range of internal and external programmes tailored to your learning needs throughout your career;
- Opportunities for career progression across our family of schools;
- Subsidised MA opportunities with local and national universities;
- Coaching and Mentoring Programmes.

Financial:

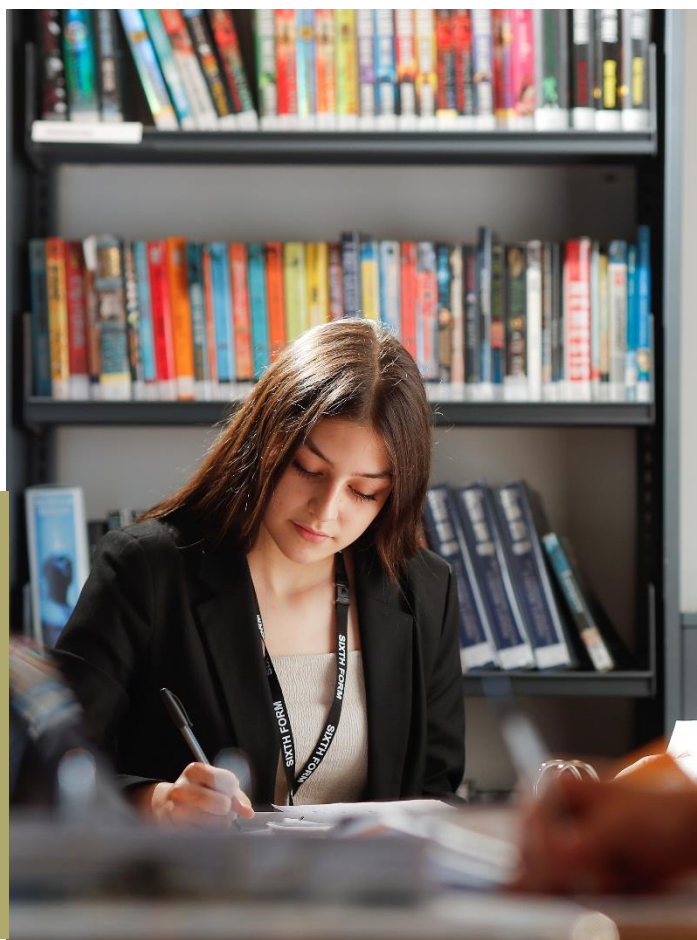
- A competitive salary whereby pay progression is possible on an annual basis, following successful performance;
- Access to an attractive pension plan;
- Private health care;
- Subsidised childcare;
- Access to a range of benefits and discounts through Kent Rewards.

Equipment and facilities:

- Apple MacBook Air;
- A great working environment with some brand new facilities, and further developments in discussion;
- Free car parking;
- On-site catering, reasonably priced for staff;
- Social networking opportunities across the Trust to create new relationships both inside and outside the work setting.

VIAT also offers access to a range of health, wellbeing and personal support.

Our schools continually evolve in our drive for excellence; we aspire to provide Outstanding Care, Outstanding Education and Outstanding Opportunities.





Trust Vision and Values

VIAT believes in the benefits of cross-phase education whereby all pupils, regardless of background, are taught a broad curriculum by specialist teachers across all ages; thereby enabling them to master the knowledge and skills they need to achieve their full educational and personal potential.

Our team work tirelessly to ensure that every child can be the best they can be along with providing an innovative and interactive curriculum based on the arts and academia; we aim to be at the forefront of developing new approaches to learning, embedding the 'mastery' approach to teaching and learning; securing the very best outcomes for pupils.

Our children only get one chance in their education, and it is our responsibility to provide the very best for them.

All our schools have a strong and cohesive outlook, reflecting our inclusive vision; staff and pupils are inspired to embed the values of respect and resilience, while developing personal character through additional wider curriculum activities and opportunities which motivate and enable them to grow in confidence, while cultivating thinking skills, and creative potential beyond typical expectations.

This secure foundation ensures an ambitious and aspirational approach, as well as a broader commitment to, and proactive engagement in, wider society, enabling our pupils to be fully ready - academically and personally - for their transition from primary into secondary school and a lifetime of influence beyond.



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Huntsman Lane

Maidstone

Kent

ME14 5DS

0303 303 0000

www.viat.org.uk