

Careers Advisor



New Line Learning Academy
Believe and Achieve

New Line Learning Academy



Build your Career, Shape your Future, Apply today

New Line Learning Academy is a Good school with over 800 pupils educating the next generation of young people aged between 11 and 16.

New Line Learning Academy is part of Future Schools Trust, a dynamic and inclusive multi-academy trust, founded in 2007.



A great place to be



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Welcome from the Head of School

Sharry Mackie

BA (Hons) | PGCE | NPQH



At New Line Learning Academy, we pride ourselves on providing a supportive and positive environment that inspires our pupils to achieve success. We encourage academic excellence, while nurturing their individual goals and ambitions

Our ethos is clear; **believe and achieve.**

Our diverse curriculum and inspirational buildings challenge all abilities, while stretching the curious minds of the young people in our care. Pupils are encouraged to go outside of their comfort zones, be creative and take full advantage of the advanced technology and enriching opportunities we are proud to offer.

Our pupils' wellbeing is at the heart of our academy. By providing a caring and nurturing environment, we ensure pupils are free to flourish as polite, kind and well-rounded individuals. At New Line Learning Academy, everyone respects one another, as well as their right to learn, develop and thrive.

We look forward to welcoming you to New Line Learning Academy.

Sharry Mackie

| | |
|------------------------|---------------------------|
| Post: | Careers Advisor |
| School: | New Line Learning Academy |
| Responsible to: | PSHE and Careers Lead |
| Compensation: | F Scale |

Main duties and responsibilities

- To work with relevant staff to plan, organise and deliver the Careers, Work Related Learning and Enterprise activities within New Line Learning (NLL), in collaboration with the equivalent postholder at Cornwallis.
- To work with the Sixth Form team to support pupils who will not be continuing with the studies in the Future Schools Trust after Year 11.
- To provide support for pupils, staff, and parents in the production of material for either teaching or learning purposes or for marketing and community use.
- To engage support from external sources to support the Careers, Work Related Learning and Enterprise programme.
- To maintain records of onward destinations for all pupils once they leave the school, including the creation of an alumni website, with the Marketing Manager
- To encourage pupils to research their options and encourage them to use the careers resources available (within the library and online).
- To follow up with pupils to ensure records and destination information is kept updated, including the development of an alumni site the school's website.
- To provide information, advice and guidance to parents as required.
- To plan, organise, deliver and evaluate careers, work related learning and enterprise events and activities, working with other relevant staff.
- To ensure the careers, work related learning and enterprise programme meets the framework requirements.
- To liaise and negotiate with other organisations on behalf of young people.
- To keep up to date with labour market information, legislation, and professional and academic developments
- To make opportunities for pupils to find out and explore career options.
- To provide knowledge, information, and support for staff, aiming to embed careers, work related learning and enterprise within departments.
- To take part in school events promoting careers, work related learning and enterprise promoting these activities to parents and visitors.

- To support the marketing of school careers, work related learning and enterprise activities and develop contacts that will develop the provision for pupils.
- To develop and monitor resources that support careers, work related learning and enterprise.
- To deliver CPD as required to develop understanding of Careers, Work related learning.
- To undertake any additional duties that the Line Manager(s) or Principal may request.

Person Specification

Skills and Abilities

- Be able to give a high level of customer service to pupils, staff and parents.
- Ability to confidently use a computer, particularly Microsoft Word, Excel, PowerPoint, Outlook and Publisher.
- Ability to use SIMS to extract data and use in planning activities
- Ability to deliver administrative functions with accuracy and efficiency
- Ability to communicate effectively both in written and verbal manners and be able to deliver to pupils in both small and large group sizes.
- Ability to manage telephone enquiries and handle difficult situations
- Ability to plan and organise tasks and themselves
- Be able to use own initiative and generate solutions
- Be able to work in a flexible manner
- Be able to prioritise work and ensure deadlines are met.

Knowledge

- Careers guidance qualification
- Knowledge of careers, work related learning and enterprise as it applies to 11-19 year olds
- Knowledge of data protection and freedom of information act
- Knowledge of local labour markets

Personal Qualities

- A flexible person, willing to respond to the needs of the organisation and the learning of the pupils
- To be self motivated and able to work without supervision
- Willing to work with others and be part of a team
- Maintain a professional approach and represent the organisation
- To be willing to develop and take on new responsibilities

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Welcome from the Chief Executive Officer

Isabelle Linney-Drouet
BA (Hons) | NPQH | NPQEL



Welcome to Future Schools Trust: **Relentless Ambition for Young People.**

We aim to achieve our vision by bringing together our family of schools to create a cohesive and aspirational community which enables every child and member of staff to exceed their expectations.

Our values are:

- Integrity
- Respect
- Resilience
- Strong Work Ethic
- Collaboration
- Equality

The best interests of young people guide every ambition and decision we take. We are passionate in our belief that schools are stronger when they work together whilst being proud and protective of the unique identity of each of our schools in the Trust. Maintaining a strong moral purpose and supportive but challenging culture is central to everything we aim to achieve.

I hope this introductory letter provides a sense of our culture and ethos and our direction of travel. If you decide to apply, we appreciate how long it takes to apply for jobs, but please do not send a general application; we are looking for someone prepared to respond to us, respecting where we are at on our journey as a Trust. You can be sure that we will take time and care in reading your personal application.

Best wishes

A handwritten signature in black ink, appearing to read 'Isabelle Linney-Drouet'. The signature is fluid and cursive, written over a light blue abstract graphic element.

Isabelle Linney-Drouet
Chief Executive Officer

Application:

We welcome applications from all qualified candidates, including neurodivergent individuals. If you are excited about this opportunity and believe you are a great fit for our team, please complete our School Application Form, we are unable to accept CVs. Electronic application forms should be completed on the Every Portal which you can access at www.newlinelearning.com/vacancies.

If you would like to take a look around our fantastic facilities and meet the staff that you could be working alongside, please email recruitment@futureschoolstrust.com to arrange a visit.

Health & Safety:

So far as is reasonably practicable, the postholder must ensure that safe working practices are adopted by employees, and in premises/work areas for which the postholder is responsible, to maintain a safe working environment for employees and students/pupils.

Safeguarding:

Future Schools Trust is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. Future Schools Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. All successful candidates will have to meet the person specification and will be subject to an Enhanced DBS check.

Future Schools Trust is dedicated to attracting the right teachers and support staff who are committed to developing and nurturing our students and we must provide the rewards for that to happen.

Alongside providing a competitive pay and benefits package, we offer lifestyle discounts for retail purchases and tax-efficient schemes for childcare and cycle-to-work purchases.

Pension Scheme:

From your start date you can join either the Teachers Pension Scheme or the Kent County Council Pension Scheme. Contributions are made based on your salary scale.

Annual Leave:

For support staff annual leave starts at 25 days a year plus Bank Holidays and increases after 5 years' service.

Cycle to work scheme:

We offer a cycle to work scheme, this tax beneficial scheme encourages employees to cycle to work or take advantage of the scheme to purchase a bicycle for leisure.

Retail, Health & Social Offers through Kent Rewards:

With Kent Rewards you can also get great discounts on pretty much everything you can imagine! Whether it's a meal at a restaurant, a trip to the cinema, or even a visit to a theme park there are plenty of ways that you can save.

Other offers:

- Benenden Private Healthcare Scheme - Optional to Join
- Specsavers Vouchers
- Full access to our Employee Assistance Programme, 24/7

[Click here to view all our employee benefits.](#)





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