



**BEDE ACADEMY**

*Emmanuel Schools Foundation*

Careers Advisor

VALUED, CHALLENGED, INSPIRED



# WELCOME

Dear Applicant

I am thrilled to see your interest in applying for the role of Career Advisor at Bede Academy, Secondary.

We believe ours is a truly exceptional school. As an all-through school, we serve students through their Nursery, Primary and Secondary educations. As a Christian-ethos school of character for the whole community, everyone is welcome at Bede Academy whatever their background, or ability, or faith position. We are all united behind a clear moral purpose as summed up in Christ's offer of 'life in all its fullness' John 10:10. As a result, we are a school where staff are fully committed to ensuring that they provide the very best teaching, learning, individual support and enrichment opportunities for our students.

At Bede Academy, we put a great deal of emphasis on ensuring that staff can work in an environment where students want to learn, in both Primary and Secondary phases. As a result, students across our Primary achieve very high standards of attainment – often significantly above regional and national standards. These high standards of academic success, underpinned by high levels of student attendance and behaviour are maintained because of a relentless commitment to high expectations both inside and outside of the classroom by all staff.

We focus on the holistic development of young people. Who a child becomes when they leave Bede matters just as much as their academic achievements. Outstanding teaching goes hand in hand with rich opportunities for character development. By putting character development at the heart of our mission, we seek to show students that our community is enriched by their willingness to use their gifts to serve others. A good work ethic, mutual respect and responsibility are key qualities which are nurtured in Bede Academy students of all ages, as we recognise that all are made in the image of God.

We truly believe that Bede Academy is a great place to learn as a student, and a great place to work as a member of staff. We are looking for someone to lead our Primary phase who holds the highest expectations of themselves, of their colleagues and of the students we all serve.

If this role, and our Secondary school excites you and aligns with your moral purpose, experience and ambitions then do not hesitate to contact us to explore this further.

Shayne Elsworth

Acting Principal

# MISSION

## CHARACTER EDUCATION

We build good character. We learn about good character, why it matters and how to develop it.

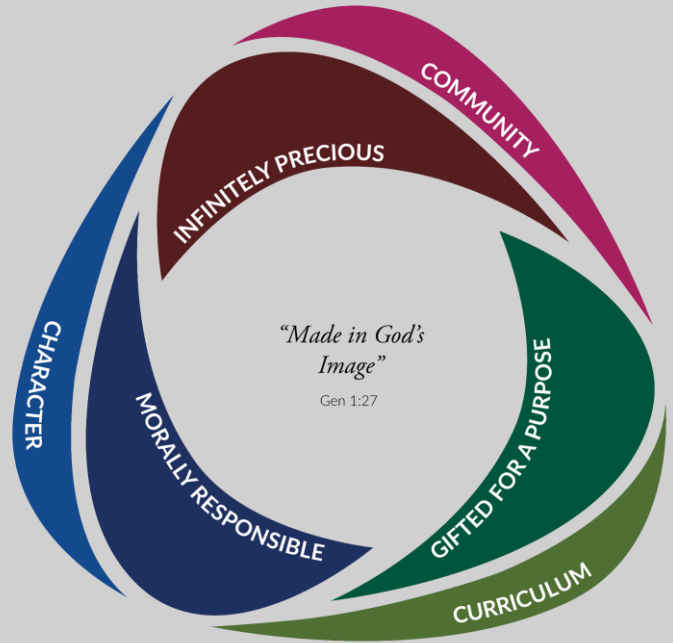
## CURRICULUM EXCELLENCE

We are determined to achieve a personal best. We provide a broad ambitious curriculum that ensures excellent student learning, progress and future destinations.

## COMMUNITY ENGAGEMENT

We serve with gratitude. We use our gifts to benefit the community and the environment.

## OUR CORE VIRTUES





“

ALL PEOPLE ARE INFINITELY  
PRECIOUS, MORALLY  
RESPONSIBLE AND GIFTED  
FOR A PURPOSE”

A young woman with long blonde hair, wearing a green school blazer, white shirt, and striped tie, is sitting at a desk. She is focused on painting a drawing on a piece of paper with a wooden stick. The background shows a bulletin board with various papers and a yellow and blue border.

“

SUPPORTING STUDENTS  
AND STAFF TO BECOME  
THE PERSON THEY HAVE  
THE POTENTIAL TO BE”

# THE ROLE

Careers Advisor will be responsible the AVP Post 16 Academic

## **You will play a pivotal role in achieving the aims of the careers plan which are to:**

- contribute to the transformation of Blyth and beyond by increasing student aspiration.
- enable all students to secure high quality progression routes which lead to them taking seriously the purpose with which they were gifted.
- maintain excellent destination outcomes for all students leaving the academy in Year 11 and Year 13.

## **You will raise aspirations, enabling students to achieve their personal best by:**

- assisting students in drawing up action plans for education and training and supporting them to achieve these goals.
- using electronic recording systems for administrative tasks, such as recording meetings with and tracking progress of students.
- planning a range of external trips and visits to promote aspirational progression destinations to students.

## **You will enable students to recognise they are gifted with a purpose and use their gifts to contribute to the world of work by:**

- making full use of assessment information to provide individual one-to-one careers advice for all students in Key Stage 4 and 5.
- action planning with students to enable them to see the link between their academic potential and future career opportunities, enabling students to achieve their ambitions.
- researching careers, options and support organisations to meet students' needs.
- developing the role of work experience, linked to student aspirations, to ensure meaningful work-related opportunities in Year 10 and Year 12.

## **You will increase opportunity and access to fulfilling careers and further study by:**

- monitoring and tracking students' aspirations and using this information to proactively identify groups of students for intervention.
- tracking and monitoring progression from Year 11 into higher education, training and employment.
- tracking and monitoring alumni to ensure that progression routes are sustained, and students have the support they need to complete higher education.

## **You will provide a range of academic enrichment to enable students to make informed choices about future pathways by:**

- preparing students for the UCAS application process and the Year 9 pathways process.
- providing information, advice and guidance about a range of issues, such as careers, education, employment, training and student finance either directly or in partnership with specialist agencies.
- presenting information at open evenings, parent's evenings and other events.
- assisting in planning and organising of the careers fair and hosting further education providers at appropriate events.
- building partnership with local colleges and other providers to develop bespoke offer which complements but does not undermine sixth form provision.

## **You will ensure all students are given appropriate levels of support to inform and stretch pathways, particularly those with SEN and at risk of disengagement by:**

- providing additional support to young people identified as at risk of becoming NEET, with application and interview support.
- assisting students in gaining the skills required to increase their chances of successful transition from secondary education to higher education, training and employment, for example interview and application skills.
- liaising with academy Special Educational Needs Coordinator (SENCO) in supporting the transition of vulnerable students and those with learning difficulties.

## **You will ensure our curriculum looks outward to the opportunities and needs of Blyth and beyond, in particular through STEM links to the Port of Blyth, renewable energy industries and leading-edge technology firms by:**

- developing links with local and national businesses to enrich the work experience and careers guidance and provided natural progression routes into high level apprenticeships and employment opportunities.
- keeping up to date with labour market information, legislation, and professional and academic developments by visiting employers, training providers and training events run by educational and professional bodies.

Any other duties as reasonably required by the Principal.

**Please note that this detail is indicative and can be amended, updated or replaced as felt appropriate at any time and in order to remain in line with any future legal requirements or expectations.**

**Bede Academy is committed to the safeguarding of children and all staff are expected to ensure that Bede Academy is a safe and secure environment for students.**

# THE PERSON

## Education and Qualifications

- Diploma in Careers Guidance or Qualification in Careers Guidance to Level 6 (or working towards Level 6)
- GCSE English and Maths A\*-C or equivalent.
- Evidence of professional development relevant to the role

## Experience

- Experience of developing and delivering CEIAG within an education setting.
- Experience of successfully motivating students to plan and achieve their career goals.
- A working understanding of the full range of career opportunities for students, including apprenticeships.
- A working understanding and commitment to equality of opportunity for all.
- Commitment to the highest standards of child protection.
- Knowledge and understanding of relevant statutory guidance pertaining to CEIAG.
- Knowledge of university admissions system and student finance.

## Skills

- Computer literate with experience of Microsoft Office applications or similar.
- Decision making skills and the ability to solve problems, prioritise workload and work on own initiative.
- Excellent communication skills with an ability to communicate with staff and students.
- Understanding school roles and responsibilities and your own position within these.

## Personal Attributes

- Ability to relate well to young people and a genuine interest in delivering positive outcomes for them.
- Ability to work under pressure and prioritise effectively.
- Commitment to maintaining confidentiality at all times.
- Commitment to safeguarding and equality, ensuring that personal beliefs are not expressed in ways that exploit the position.
- Energy, enthusiasm and perseverance.
- Reliability and integrity.
- Good interpersonal skills.
- Positive commitment to individual personal development.
- Be able to work under pressure and meet deadlines.
- Adaptable and amenable with respect to working practices.
- Ability to work independently and be a team player.





# APPLICATION DETAILS

## Vacancy Details

Salary: Unqualified SCP15 £26,919 (FTE £31,015), Qualified (SCP20) £29,225 (FTE £33,672) per annum

Start date: 1 September 2026

Location: Sixth Avenue, Blyth, NE24 2SY

Working Terms: 37.5 hours per week, Term time only plus 5 additional day (Thursday/Friday of both result days in August to secure destinations plus 1 Inset day) Permanent

## Deadline

Closing date: **18 June 2026, 9:00am**

Interviews to be held: Wednesday 24 June 2026

## How to apply:

For further information, please visit [www.bedeacademy.org.uk](http://www.bedeacademy.org.uk) or call HR on 01670 545111 (option 2) or email [recruitment@bedeacademy.org.uk](mailto:recruitment@bedeacademy.org.uk).

A CV may be submitted to supplement your application but will not be accepted in replacement of a completed application form.

APPLY ONLINE HERE

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. This post will involve daily contact with children and is subject to an enhanced DBS check. In addition, as part of the shortlisting process, and in accordance with statutory guidance, we may carry out an online search (for publicly available material) to help identify any incidents or issues that have happened which we may want to explore with shortlisted applicants at interview.

Please note that this detail is indicative and can be amended, updated or replaced as felt appropriate at any time and in order to remain in line with any future legal requirements or expectation.



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