



The Polesworth School

ENSURING EXCELLENCE

Dordon Road, Dordon, Tamworth, Staffs, B78 1QT
01827 702 205



Raising Aspirations & Careers Advisor

Candidate Information



The Polesworth School

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Dear Applicant,

Raising Aspirations & Careers Advisor

Many thanks for your interest in becoming the Raising Aspirations & Careers Advisor at The Polesworth School. This is a permanent role and we are looking to fill this vacancy as soon as possible.

Polesworth is truly a community based comprehensive school. We have approximately 1450 students on roll which includes a thriving sixth form. We have extremely high standards and expectations and our ethos is underpinned by the three Rs of Ready, Respectful and Responsible.

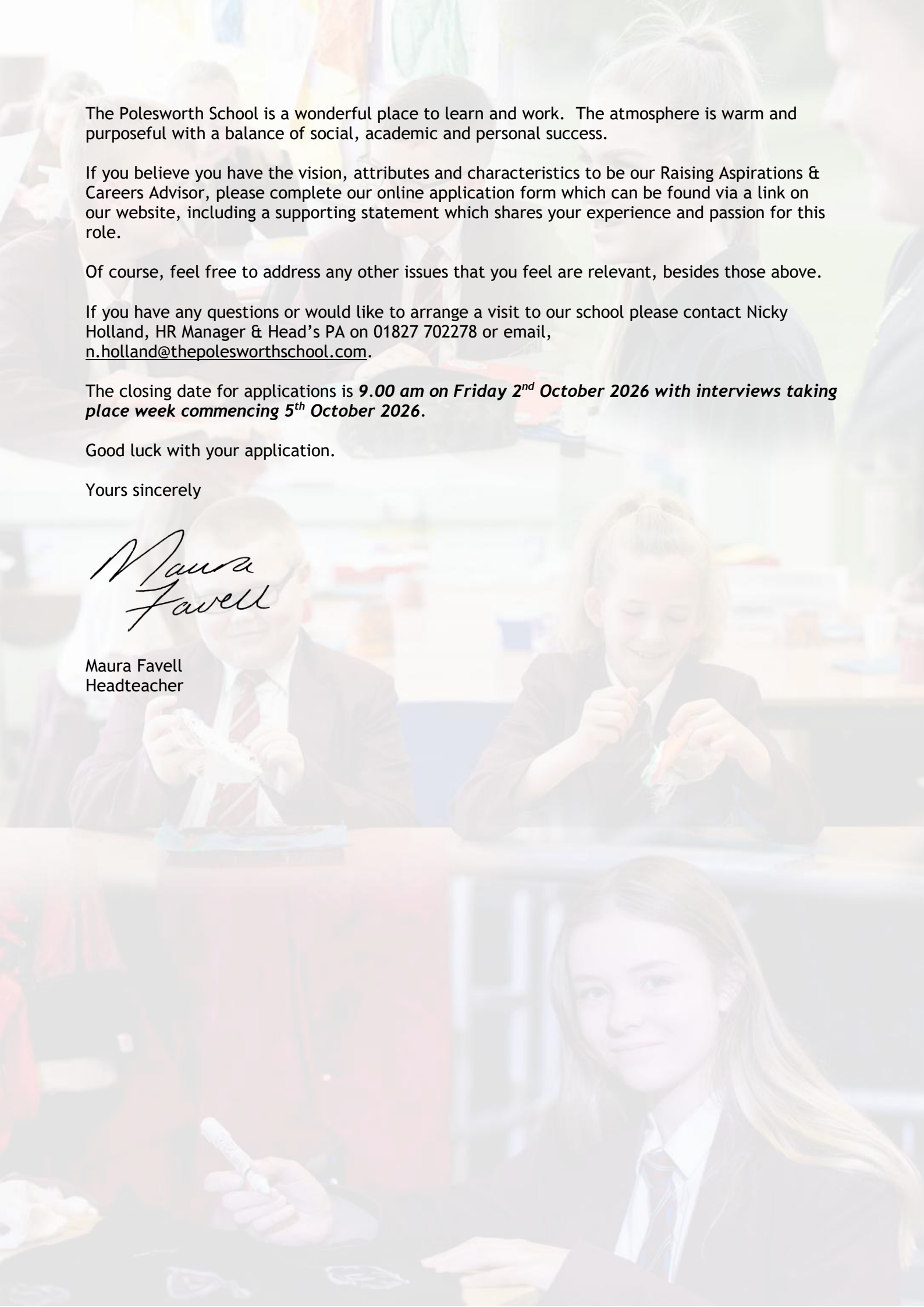
Staff work tirelessly to ensure that all students are able to develop their confidence, resilience and desire to achieve so that they become well-rounded and well-educated individuals who are able to contribute positively to society and realise their full potential.

Polesworth is heavily oversubscribed and comprises a staff of over 150 people. Our Strategic Leadership Team consists of the Headteacher, a Senior Deputy Head, a Deputy Head, four Assistant Headteachers, the Head of Finance & Operations and the HR Manager. Heads of Department and Heads of Year are line managed by members of SLT.

Pastorally, the school is organised horizontally with every student belonging to one of our four Houses: Arden, Stratford, Kenilworth and Warwick. There is a healthy rivalry across the Houses in a wide variety of activities. The House system supports our ethos of social, academic and personal achievement.

Key Stage 3 students study all National Curriculum subjects together with Personal Development. We teach French and German and all Year 7 students are taught in mixed ability and broad ability groups. In Year 8 broad ability grouping is sustained. Students follow a common core of English, English Literature, Maths, Science, RS, PE and Personal Development at KS4. In addition, they take option subjects according to the Pathway they have been allocated. Tomlinson Hall Sixth Form Centre offers a very wide range of 'A' Levels and vocational courses.

We have a great deal of experience in the further development of all our staff. Our appraisal approach is one of coaching under the banner of 'Growing Great People'. We operate under a Trust wide staff development programme entitled "Developing People" and our induction programme for all new staff is superb!

A background image showing a classroom scene with several students in school uniforms. In the foreground, a girl is smiling and looking towards the camera. Behind her, other students are seated at desks, some working on projects or looking at papers. The atmosphere is bright and positive.

The Polesworth School is a wonderful place to learn and work. The atmosphere is warm and purposeful with a balance of social, academic and personal success.

If you believe you have the vision, attributes and characteristics to be our Raising Aspirations & Careers Advisor, please complete our online application form which can be found via a link on our website, including a supporting statement which shares your experience and passion for this role.

Of course, feel free to address any other issues that you feel are relevant, besides those above.

If you have any questions or would like to arrange a visit to our school please contact Nicky Holland, HR Manager & Head's PA on 01827 702278 or email, n.holland@thepolesworthschool.com.

The closing date for applications is **9.00 am on Friday 2nd October 2026 with interviews taking place week commencing 5th October 2026.**

Good luck with your application.

Yours sincerely

A handwritten signature in black ink that reads "Maura Favell". The signature is written in a cursive, flowing style.

Maura Favell
Headteacher

Our Values & Vision

These are our values. They can be thought of as our 'non-negotiables' - beliefs, expectations and standards that underpin how we work with the young people in our care, and the community we serve. We believe that if we work in the context of these values, students will achieve more than they ever thought possible. They are also values that have evolved following a sustained period of success for the school.



Our Young People

We value three main types of achievement for our young people, and the vision for our school is that we ensure our students are empowered to achieve to a consistently outstanding level.

Social: They have developed and sustained excellent friendships and an ability to build mutual respect with others. They know how to behave and conduct themselves so that they are ready for the next stage in their lives

Academic: They have developed intelligence and a broad range of knowledge and skills that equip them for the next stage in their lives.

Personal: They have personal attributes and talents that have been nurtured at school often beyond the day to day planned curriculum. They have pride and confidence in who they are and what they can achieve. They have developed essential character virtues and a crucial sense of possibility.



Our Staff

All members of our staff community see themselves as learners. They are empowered to make decisions, be creative and to lead. Mutual respect pervades all relationship, working together to enhance professional growth and the consequent achievements of the young people in our care. All staff have clarity and certainty about the direction our school and trust are taking and be working on only a few initiatives at any one time with a sense of how their work is contributing to that vision. Staff co-operate with each other and are not in competition with each other - they are part of a team that ensures our schools are among the best in the country.

Raising Aspirations & Careers Advisor

Grade I, Points 22-25 £30,743 - £33,173 (actual salary)(pay award pending)

37 hours per week, Term Time Only plus 2 weeks to include exam results days in August

POST: Raising Aspirations and Careers Advisor

RESPONSIBLE TO: Assistant Headteacher

SALARY: Grade I £30,743 - £33,173 per annum

LOCATION: The Polesworth School

WORKING PATTERN: 37 hours a week term time plus 2 weeks (41 weeks per year)

DISCLOSURE LEVEL: Enhanced

KEY RELATIONSHIPS: SLT, Heads of Department, Heads of Year, Staff, Students, Parents/Carers & external agencies.

RESPONSIBLE FOR:

The post-holder has considerable impact on the well-being of students within the school through: the provision of Careers Education to students in Years 7-13; the provision of impartial and independent careers guidance for students as required by government regulation; the provision of Economic Awareness Education to students in Years 7-13; the design and administration and responsibility for the school's programme of Work Experience.

MAIN PURPOSE:

To provide professional career guidance services including personal guidance interviews, to improve young people's skills, knowledge and understanding for career planning and management. The provision of impartial and independent careers guidance (CEIAG) for students as required by Government regulation. The provision of Economic Awareness Education to students in Years 7-13. To lead the school's implementation of the applied learning agenda and to develop and extend opportunities for students to take part in various periods of work experience

SPECIFIC RESPONSIBILITIES:

Support Organisation and Planning

- Organise and manage appropriate learning environment and resources
- Under an agreed system of supervision, plan and prepare teaching and learning objectives,
- Adjust activities/work plans as appropriate.
- Co-ordinate and organise pupils attending extracurricular activities/work experience or other out of school activities
- Liaise with outside vocational providers, official bodies and awarding bodies
- Develop enterprise links with local employers/businesses
- Maintain links with post-16 providers and participate in transitional arrangements for key stage 4 to key stage 5
- Establish priorities for each academic year and review them annually.
- Preparing and updating an annual development plan for CEIAG
- Advising the Assistant Head on policies and priorities for CEIAG
- Planning and delivering a programme of careers education, delivered mainly through the school's PSHE programme
- Maintaining an online prospectus of courses
- Liaise with external agencies to ensure that the school provides extra careers support for those students at risk of becoming 'NEET'.
- Advise the strategic leadership team on policy, strategy and resources for careers guidance and showing how they meet the Gatsby Benchmarks or where the school is working towards

Economic Awareness Education:

- Lead the design, planning and monitoring of a high quality Economic Awareness programme for Years 7-13.
- Lead teams in the planning, production, delivery and evaluation of schemes in Economic Awareness.
- Review and evaluate the school Economic Awareness curriculum.

Support to Pupil

- Establish productive working relationships with pupils acting as a role model and setting high expectations
- Organise visiting speakers and workshops e.g. for assemblies.
- Organise and accompany trips by pupils to colleges etc.
- Oversee the behaviour of groups of pupils working with external visitors
- Manage a database of local businesses and work-based learning providers who offer various types of work experience placements
- Lead, organise and monitor all aspects of the school programme of Work Experience (arrangement of placements, Health and Safety checking, insurance, etc.) in accordance with all relevant regulations. To ensure compliance with current legislation on child safeguarding and matters of health & safety, especially with regard to student visits and work experience
- Organise a yearly Careers Fayre for Years 7-13
- Organise a mock interview day for Year 11 and individual mock interviews for all students as required
- Assist students with University and Apprenticeship applications in Year 13

Support for Curriculum

- Contribute to curriculum planning, evaluation and implementation, including the timetable for the groups and the development of an alternative curriculum if required
- Use ICT effectively to support learning activities
- Contribute to development of school policies and procedures by participation in working groups
- Determine the need for, prepare and use specialist equipment, plans and resources to support pupils and purchase of necessary materials/equipment

Administrative Support

- Maintain and manage an up-to-date Careers Library
- Administer the Work Experience process

Support to School

- Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with
- Be involved in and contribute to whole school policy development
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Ensure all pupils have equal access to opportunities to learn and develop
- Liaise effectively with teachers/parents/guardians, welfare officers, health visitors and other professional staff as part of the routine consultative process
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and Growing Great People as required
- Assist with pupil needs as appropriate during the school day

Safeguarding Children

The trust is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks.

The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment. The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.

The person undertaking this role is expected to work within the policies, ethos and aims of the Trust and to carry out such other duties as may reasonably be assigned by the Line Manager. The post holder will be expected to have an agreed flexible working pattern to ensure that all relevant functions are fulfilled through direct dialogue with employees, contractors and community members.

English Duty -

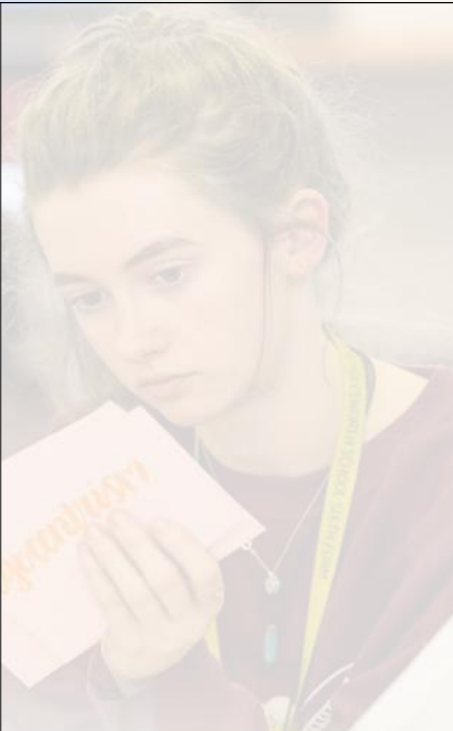
This role is covered under part 7 of the Immigration Act 2016 and therefore the ability to speak fluent spoken English is an essential requirement for this role

Our Staff

Our Values extend to how we challenge, support and work with each other. All staff (support and teaching) play a crucial role in the education of young people. We all understand how our work has a direct influence on the life chances of the young people in our care. In the same way that we all have a duty of care to them, we have a duty of care to each other and have regard for each other's professional and personal wellbeing.

The Trust Board sees all members of the Trust's staff community as learners. They are empowered to make decisions, be creative and to lead. Mutual respect pervades all relationships working together to enhance professional learning and practice and collaboration; collegiality and a sense of team identifies how all staff work together. Staff co-operate with each other and are not in competition with each other - they are part of a team that ensures the academies throughout the Trust strengthen their positions among the best academies in the country.

	Essential	Desirable
Qualifications	• Level 6 qualified in Careers Guidance • Excellent numeracy/literacy skills equivalent to NVQ Level 3 in English and Maths or recognised equivalent.	• Minimum 3 years experience of giving one to one careers guidance • Careers Leader Qualification
Experience, Skills and knowledge	• Three years experience of working to support children's learning, gained in a relevant environment. • Experience of organising and planning events. • Experience of developing effective relationships with external partners. • General clerical/administrative work. • A good understanding of curriculum matters and to be able to contribute effectively to curriculum development and delivery. • Good practical knowledge of the local Post 16 and Post 18 offering • Ability to effectively organise and utilise own time • Effective use of ICT to support learning. • Use of other equipment technology - video, photocopier. • Well-developed interpersonal skills to be able to relate well to a wide range of people. • Understanding of different post -16 courses, T-levels and apprenticeships	• Knowledge of the Gatsby Benchmarks • Experience of using Compass, Grofar and Morrisby Platforms
Personal Qualities	• Builds personal relationships with stakeholders, through regular contact and consultation. • Coaches and empowers others to take responsibility for ensuring customer care. • Understands the school development plan and how it relates to team and individual objectives. • Accepts, supports and quickly implements change. • Identifies and promotes best practice and encourage the sharing of ideas. • Proactively seek opportunities to increase job knowledge and understanding.	•

Personal Qualities	• Values the diversity of individuals, adaptable approach to meet individual needs and effectively utilise the diversity of team members. • Works with others to resolve differences of opinion and resolve conflict. • Requires minimum supervision. • Takes responsibility for own and team actions. • Identifies and overcomes barriers and manage risks. • Takes quick and effective action. • Demonstrates focused implementation of role and responsibilities. • Builds strong team ethos where everyone feels valued. • Provides timely, sensitive and honest feedback on performance. • Is accountable for own development and encourages the ownership of development needs amongst team members.	
Other	• Commitment to safeguarding and promoting the welfare of children and young people • Willingness to undergo appropriate checks, including enhanced DBS Checks • Motivation to work with children and young people • Ability to form and maintain appropriate relationships and personal boundaries with children and young people	





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