



Careers Advisor
(Part time)
February 2026



NEWLAND SCHOOL FOR GIRLS

Cottingham Road, Kingston Upon Hull, HU6 7RU
Tel: 01482 343098 Fax: 01482 441416 E-mail: nsg_admin@thrivetrust.uk
www.newlandschool.co.uk
PRIDE ASPIRE EXCELLENCE



Headteacher: Vicky Callaghan

Dear Candidate

Newland School for Girls is a diverse, highly aspirational and academically high achieving school. We are rightly proud of being all-girls, serving and educating young ladies in Hull for over 100 years. We encourage every student to have high aspirations and the ambition to succeed.

We offer a unique educational experience in the city and girls who are part of our school become part of the strong network of Newland Old Girls, within the city and beyond. We promote the traditional values of respect, care for each other and self-discipline, while celebrating the school's diverse talents, abilities and cultures. Our students work together in a well-ordered, harmonious and happy community drawn from all cultures and backgrounds across the city.

We place a high value on care and nurture to enable all our students to make rapid academic progress and grow into caring and responsible young adults. Our students have a keen appreciation of moral values, a lively sense of purpose and a justified pride in themselves. They value highly the support they receive from teachers, the challenge they receive in lessons and the tolerance and respect all students have for each other in their school community. We have high levels of attendance and punctuality. Our students are successful, personable and motivated to learn. "Students' good behaviour and highly positive attitudes to learning are underpinned by good promotion of spiritual, moral, social and cultural education." We place a high value on the development of character alongside, a student's ability to achieve excellent examination results.

Newland is a school you can teach in. It is not without its challenges but we work hard as a staff team to ensure consistency and rigour in the education and support we provide. We are invested in the work we do and the impact we have collectively. Every employee is a part of that team and contributes to the outcomes of the students.

I hope that your research has enabled you to see what we have to offer and that by applying you want to be part of this success culture.

Yours sincerely

V Callaghan





Welcome to Newland School for Girls

Newland SFG is an 11-16 all girls Academy with a partial brand new BSF building linked to our 1900's listed building.

We have approximately 670 students on roll. We are a very popular school in the city with many parents hoping for a place for their child.



Newland School for Girls, Cottingham Road, Kingston upon Hull HU6 7RU
Telephone: 01482 - 343098 Email: jobs@thrivetrust.uk



Examination Results 2025

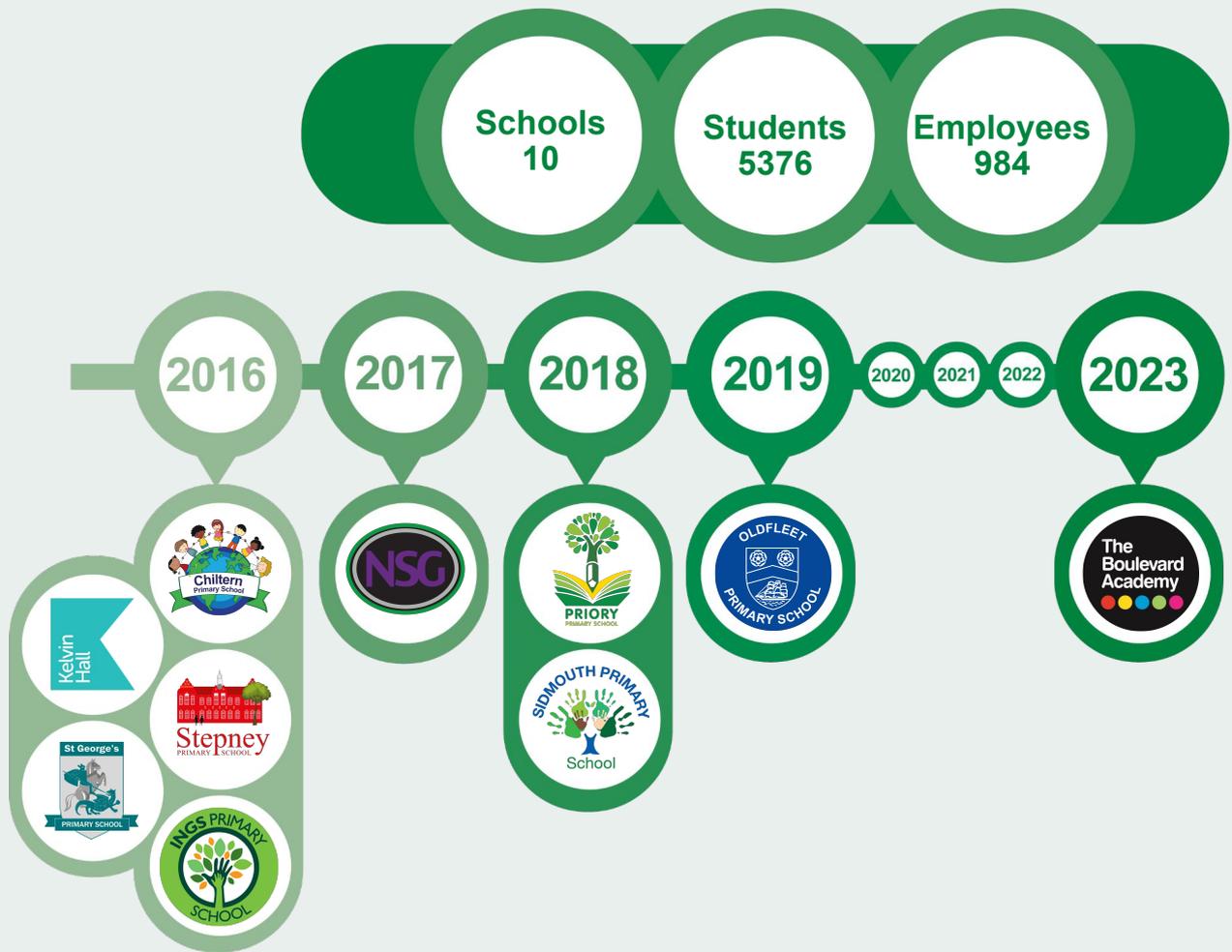
2025 has been yet another fantastic year for Newland, as the school continues to showcase the strength in depth across all subjects, with 4% of all exams at Grade 9, and 20% of all exams at Grade 7 or better. Newland's Ebacc entry rate, points score and pass rate have again improved, and exceed national comparatives.

Key Stage 4 GCSE Results 2025

Performance Measure	2024/2025
Attainment 8 Score	44.1
4+ inc Maths and English	57%
Ebacc Entry	60%
Ebacc APS	4.05



Our Journey so far...



Our Partners

Our ongoing partnerships with the following organisations



Our partnership with the Reach Foundation is leading us to develop a 'Cradle to Career' model across our three schools in HU3 - and later across the whole of Thrive.



Our recent partnership with C3 Group has brought us closer to achieving our goal of net-zero emissions, reinforcing our pledge to create a more sustainable future for our students, staff, and the wider community.



Yorkshire 100 aims to identify 100 future school leaders and take them on a development journey of peer-led support and cutting edge national and international school development.



Coop Schools provides services and support for the network of cooperative schools, strengthening school improvement and local accountability.



Registered Office Address:

Kelvin Hall School, Bricknell Avenue, Hull, East Yorkshire HU5 4QH

Tel: (01482) 342229 | Email: jobs@thrivetrust.uk



Careers Advisor
Salary: Grade 7 Point 20-24 (£11,956 - £12,989 actual salary per annum)
Hours: 16 hours per week, Term Time Only
Permanent
As soon as possible

Thrive Co-operative Learning Trust is a vibrant family of ten schools across Hull – three secondary and seven primary – united by a shared purpose: to inspire pupils to thrive in life. Each Thrive school is a dynamic community of staff, pupils, and families working together to unlock every child's potential.

The Opportunity

Newland School for Girls is seeking to recruit an inspirational colleague to the role of Careers Advisor. This role is of great importance to our work as an academy. The successful candidate will be expected to provide information, advice, and guidance to students in Key Stages 3 and 4 to help them make realistic choices about future education, training, and work. In addition to organising career-related events

What We Offer

- An inclusive and forward-thinking Multi-Academy Trust
- Opportunities for professional growth and development
- Access to our staff benefits platform, including retail discounts, gym membership offers, and savings schemes such as cycle-to-work
- Membership of the Local Government Pension Scheme

What You Will Bring

We are looking for an inclusive person to work with our pupils to broaden horizons and seek gainful employment and training. You will have

- Careers related qualifications or equivalent.
- Knowledge of progression pathways for GCSE students, including apprenticeships.
- Experience of offering information, advice, and guidance to young people aged 11-16.

Next Steps

For further information and an informal discussion, please contact Ben Ash, Director of Pupil Engagement, on ashb@thrivetrust.uk

- **Closing date:** Friday, March 13th, 2026 at 12 noon
- **Shortlisting:** Monday, March 16th, 2026
- **Interviews:** Tuesday, March 24th, 2026

Please note that we do not accept CVs; applications must be submitted using our recruitment platform's application form.

As part of Thrive Co-operative Learning Trust's commitment to safer recruitment processes and in accordance with statutory guidance: [Keeping Children Safe in Education](#), an online search will be carried out on all shortlisted candidates.

Our commitment to Safeguarding: Thrive Co-operative Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Each school has a robust Safeguarding Policy, and all staff receive training relevant to their role at induction and throughout their employment.

A candidate's suitability to work with children will be explored at all stages of the recruitment process. The successful applicant will, in accordance with statutory guidance, be subject to a comprehensive pre-employment checking process including receipt of a satisfactory enhanced disclosure from the Disclosure and Barring Service (DBS), a Children's Barred List check, a Section 128 Management Check if relevant, Prohibition check and overseas checks as applicable, identity check, medical clearance, proof of qualifications, satisfactory references and a check regarding their eligibility to work in the UK.

This role involves contact with children and provides regular access to children; therefore, it is a 'regulated activity'. As such, this post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013, and 2020.

Our commitment to equality and diversity: Thrive Co-operative Learning Trust recognises and celebrates the diversity of its schools and their communities. There is a shared commitment across the Trust to develop further a culture of respect, where discrimination is not tolerated, and individuals are treated equitably and fairly, and feel a sense of belonging. Please visit [Thrive Trust's website](#) to view our Job Applicants Privacy Notice, which explains how we collect, store, and use personal data about individuals applying for jobs at our schools.



Job Description

Post Title	Careers Advisor
Grade	7
Location	Newland School for Girls
Reporting to	Director of Pupil Engagement

Purpose of Role

To provide Careers Education, Information, Advice and Guidance (CEIAG) services to students to empower them to make informed career decisions and organise events in line with the school calendar to provide career aspirations to all pupils. The Careers Adviser is required to work with students, academic and pastoral staff, and a range of external organisations to equip students with the necessary skills, knowledge and attitudes to manage their learning and career progression.

The Careers advisor will develop a network with local, regional and national employers to improve students' understanding of the world of work and develop their employability skills in preparation for the transition to adult life, supporting the careers lead in school with specialist knowledge for them to develop the careers education programme. Improving students' knowledge of employer expectations supports the school in raising standards, specifically through raising aspirations, improving attendance and promoting academic achievement. The Careers Adviser will also provide support to academic staff to ensure that Careers and employability skills are embedded within the curriculum, providing specialist CPD as required, e.g., LMI

High-quality careers guidance is a crucial part of improving social mobility and enhancing students' cultural capital. The Careers Adviser is therefore required to offer universal and targeted support to students from priority groups such as PPI, LAC, and SEND and advocate on their behalf to ensure all students have access to equal opportunities.

Key Responsibilities

To promote and safeguard the welfare of children and young people.

PERSONAL CAREER INFORMATION

- Conduct impartial, one-to-one personal career guidance interviews with pupils: face to face, via the telephone or virtually.
- Establish and maintain effective relationships with students in order to support them effectively. This will include challenging the individual's current attitude to employment, education and training where appropriate.
- Raise the aspirations of students and promote the benefits of participation in learning, aiming to build confidence and resilience in students.
- Assess the individual's current situation and readiness to progress, using appropriate tools, evaluate the information and feed this back to the student in order to identify and agree on the next steps.
- Generate and maintain client records electronically in support of personal guidance interviews, including a summary of agreed actions/action plan, sharing information with relevant internal staff, particularly in relation to students in targeted groups.
- Assist young people to make effective applications to education, employment and training opportunities, including advising on various recruitment methods and how to approach the different stages of the selection process.
- Support the school to ensure all pupils make an application via Log On, Move On, so there are no NEET pupils.

CAREER INFORMATION

- Develop and maintain a core knowledge base around opportunities in education and training, LMI, and the common barriers to learning.
- Use expert knowledge of careers information and labour market information and intelligence to enable students to identify, access, interpret and utilise valid and current information that is relevant to them, including the appropriate use of information technology, e.g. social media and web-based information sources.
- Use this expert knowledge to deliver CPD to all teaching staff
- Organise careers fairs, business breakfasts, work experience and other relevant activities as directed by the Director of Pupil Engagement.
- Support the Director of Pupil Engagement in the development and delivery of the career education and guidance programme in the school and the achievement of the Gatsby Benchmarks.
- Organise career-related learning activities in groups with pupils.
- Develop systems to monitor, evaluate and report on the effectiveness of the career guidance programme in achieving the Gatsby Benchmarks and the Quality in Careers Standard.
- Maintain and develop partnership links with local, regional and national FE & HE Institutions, training providers, employers, Hull & East Yorkshire LEP, and industry sector institutions, creating networks to support our students.
- To involve parents and carers, where relevant, in the career guidance programme and support provided to their child and attend parents' evenings as required.

PROFESSIONALISM

- To work in a professional manner with integrity, maintaining student and staff confidentiality, abiding by the relevant legislation, codes of professional practice, e.g., the CDI Code of Ethics and school policies.
- To reflect on practice and engage in continuous professional development to further develop the skills and knowledge required for professional practice and to keep up to date with developments in the sector.
- Any other duties of a similar nature and level of responsibility as requested by the Deputy Head with responsibility for CEIAG.

Safeguarding Children

Thrive Co-operative Learning trust is committed to safeguarding and promoting the welfare of our pupils and young people. Each school has a robust Safeguarding Policy and all staff will receive training relevant to their role at induction and throughout employment at the school. We expect all staff to share this commitment. All post holders are subject to a satisfactory Enhanced disclosure from the Disclosure & Barring Service (DBS) and satisfactory employment references, as well as identification and qualification checks which will be required before commencing duties.

Responsibilities for Staff:	None
Responsibilities for Customers/Clients:	Safeguarding and promoting the welfare of children. The nature of the work will involve the postholder carrying out work outside of normal working hours and must be flexible during term-time.
Responsibility for Budgets/Financial Resources:	None
Responsibility for Physical Resources:	None



		E	D	How Identified
Qualifications	GCSE Grade C/4 (or equivalent) in English and Maths.	✓		AF, C
	QCF Level 6 Diploma in Career Guidance and Development	✓		AF, C
	Level 6 Certificate in Career Leadership.		✓	AF, C
Relevant Experience	Experience of delivering CEIAG in one to one and group settings to a wide range of students.	✓		AF, I, R
	Experience of working in partnership with a wide range of key stakeholders including schools, colleges, universities, training providers, jobcentre plus, and LEPS etc.	✓		
	Experience of using IT based systems to provide effective records of interventions and agreed outcomes.	✓		
	Experience of engaging and referring young people to a range of providers.	✓		
Skills & Abilities	Motivation to work with children and young people	✓		AF, I, R
	Ability to form and maintain appropriate relationships and personal boundaries with children and young people	✓		
	High level of verbal communication, including group and one to one delivery.	✓		
	Listening and negotiation skills which are considerate of young people.	✓		
	Ability to advocate on behalf of young people to ensure all students have access to equal opportunities.	✓		
	The ability to work independently and use your own initiative.	✓		
	Ability to prioritise workload and work well under pressure.	✓		
	Awareness of the importance of confidentiality.			



		E	D	How Identified
Knowledge	A knowledge and commitment to safeguarding and promoting the welfare of children and young people.	✓		AF, I,R
	Knowledge of the local education and training offer and commitment to regularly update this knowledge.	✓		
	Knowledge of the key issues which cause young people to become NEET and the barriers which prevent young people engaging in EET.		✓	
	Knowledge of Statutory Responsibilities relating to CEAIG in schools, including experience of working to meet the Gatsby Benchmarks as outlined in the Good Careers Guidance Report.	✓		
	Knowledge of the CDI Framework and associated resources.		✓	
Interpersonal/ Communication Skills: Verbal Skills	Ability to establish professional, effective working relationships with a range of partners/colleagues and children & young people	✓		AF, I,R
	Excellent interpersonal and communication skills.	✓		
	Very good numeracy, literacy and ICT skills	✓		
	Ability to plan effective actions for pupils at risk of underachieving	✓		
	Ability to work under own initiative and be proactive as well as reactive in behaviour management	✓		
	Ability to prepare for and contribute to meetings			
	Ability to keep, update and monitor records	✓		
	Willingness to attend and complete any relevant training and/or courses	✓		
	Willingness to assist in training and development of other members of staff		✓	
	Ability to access or lead courses and training for parents		✓	
Written Skills	High level of written communication to include producing reports and differentiated advice and guidance materials.			AF



		E	D	How Identified
Personal Qualities	The ability to establish and maintain effective, professional relationships with students to support them effectively	✓		AF, I
	Strong organisational skills and the ability to manage competing priorities.	✓		
Disclosure & Barring Service	The successful candidate's appointment will be subject to the School obtaining a satisfactory Enhanced disclosure from the Disclosure & Barring Service and Children's Barred list check	✓		DBS
	This post is exempt from the Rehabilitation of Offenders Act 1974 the candidate is required to declare full details of everything on their criminal record.	✓		(after short listing)



How to apply



Please complete your application through our recruitment platform
MyNewTerm

For further information and an informal discussion, please contact Ben Ash,
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