



BRADON FOREST SCHOOL

Challenge, aspiration, respect, resilience and excellence



CAREERS ADVISOR

THE ATHELSTAN TRUST



BRADON FOREST SCHOOL
T: 01793 770570 F: 01793 771063
enquiry@bradonforest.wilts.sch.uk
www.bradonforest.org.uk



A charitable company limited by guarantee, registered in England & Wales, as Athelstan Trust Company No: 7699625



Welcome to the Athelstan Trust.

The Athelstan Trust is a caring, collaborative community of 10 schools across Wiltshire, Gloucestershire and South Gloucestershire. Established in 2015, we have stayed true to our founding values and intent, which is to serve our communities by providing an excellent, inclusive education, every day.

We educate over 5000 pupils in 10 schools with more than 850 staff. Our trust includes 6 secondary schools and 4 primary schools serving a range of communities, from the Forest of Dean to the market towns of Chippenham, Chipping Sodbury, Malmesbury and Tetbury, to rural villages, to the outskirts of Swindon.

Each of our schools maintains its own identity and tailors its offer to meet the needs of the school's community and the children who attend.

We are absolutely committed to raising educational standards for all the children in our schools. We believe in developing the talents and skills of all our staff and students.

This is an exciting time to join us!

In 2025, The Trust appointed a new Chair of Trustees and CEO. At this moment of change, trustees renewed the vision and plans for the trust and agreed ambitious strategic priorities to reflect its size and ambition. The Athelstan Trust therefore embarks on its second decade with optimism and determination to deliver excellence for every pupil.

As a medium sized trust with over £50m income each year, we are developing our offer to schools and formalising systems and processes to ensure operational effectiveness, value for money, and highquality central services. Educational excellence begins with high quality professional services which enable school leaders to focus on children, teaching and school culture.

Best wishes,

Matthew Evans

Chief Executive Officer

The Athelstan Trust





Bradon Forest School is a well-respected and popular 11 - 16 comprehensive and our catchment area takes from rural and urban communities. The school is well situated just north of the M4 (J16), within easy travelling distance of Bristol, Bath, and Swindon and on the edge of the Cotswolds.

We are looking for someone who:

- is committed to enhancing student learning and experience and an inspiring passion for education and making a difference to children's lives
- has a strong subject knowledge, proactive nature and commitment to demonstrating our school's values
- keen to develop within a culture that embraces professional learning and creates opportunities for talented individuals to make rapid progress in their careers.

We are a flexible working employer, and we are willing to make any reasonable adjustments you require during your interview so please ask us.

The Athelstan Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The successful candidate will be required to undertake an Enhanced Disclosure and Barring Service (DBS) check along with standard pre-employment safeguarding checks. As the role includes working with children, it is exempt from the Rehabilitation of Offenders Act 1974. Applicants must, therefore, disclose all spent and unspent convictions. References will be sought for shortlisted candidates before interview. Please also be aware that you will be subject to an online check (see information below) and that you may be questioned about the findings of such a check at your interview.

Early applications are encouraged and we reserve the right to close the vacancy if a suitable candidate is found.





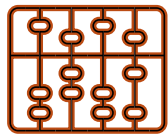
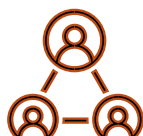
Our Philosophy as an Employer

The Athelstan Trust is absolutely committed to raising educational standards for all the children in our schools. In order to do this, we need to recruit the best staff who are committed to our vision and values.

We aim to be the employer of choice in our area and genuinely believe that all roles in our organisation can be carried out within a flexible working model. Working in schools should be seen as part of a rich fulfilling life and not a barrier to it. We will always consider a flexible working option for every post.

We understand that we need to support staff to achieve our goals and have in place a professional development programme that offers internal and external opportunities to develop the talents and skills of all our staff.

Why work for us?

				
CULTURE	FLEXIBILITY	DEVELOPMENT	SALARY	LOCATION
Our staff tell us that we are a great employer because we put people first.	We value flexible working because it means happier, fulfilled employees.	People have long and successful careers with opportunities to grow and develop.	We pay well by industry standards and benchmark against other Trusts.	Our schools are geographically close, meaning face-to-face collaboration.

Generous pension scheme with the LGPS

Enhanced Employee assistance programme

Flexible working opportunities and a genuine commitment to family and work/life balance

Automatic enrolment to the teacher or local government pension schemes

Generous holiday allowance for support staff

Recognition of local government continuous service

Cycle to Work scheme

Free will writing service

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Dear Candidate,

Thank you for your interest in the role of Careers Advisor at Bradon Forest School. This is an exciting opportunity to work within an experienced, cohesive team in a school that places a strong emphasis on personal development, wellbeing and collaboration.

Part of The Athelstan Trust, Bradon Forest School is a well-established and highly regarded comprehensive secondary school. Situated in the rural village of Purton, we draw from a wide catchment across Wiltshire and Swindon and we are extremely proud of our inclusive, welcoming and respectful community. The strength of our Trust provides a secure and supportive network, enabling both staff and students to thrive through shared expertise, collaboration and a collective commitment to excellence.

Bradon Forest is a fully inclusive community that is committed to delivering an excellent education for all. We believe that both students and staff should feel valued, supported and challenged to fulfil their potential through the development of their individual talents and skills. Our most recent Ofsted report (2023) recognised many of the school's strengths and colleagues consistently tell us that in the current educational climate Bradon Forest, with its strong focus on wellbeing, is a rewarding and positive place to work.

As Acting Headteacher, I am proud to lead a school that benefits from the strategic oversight of an experienced Executive Headteacher and the wider leadership capacity of The Athelstan Trust. The Trust's core values of *care, collaboration and excellence* underpin everything we do and are central to our vision for continual improvement and opportunity for all.

We are therefore seeking a dedicated Careers Advisor who thrives as part of a supportive team and is committed to contributing to the safe and effective running of our school environment. In return, we offer an excellent working environment, opportunities to collaborate with colleagues in similar roles across the Trust and a strong commitment to your ongoing professional and personal development. You will find us to be supportive, responsive and caring and we are always open to discussing flexible working opportunities with prospective candidates before or during the interview process.

Please take time to read the relevant sections of our website and the job description, and do not hesitate to contact me if you would like to discuss the role further or arrange a visit to the school.

I look forward to hearing from you.

Russell Clarke
Acting Headteacher

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BRADON FOREST SCHOOL JOB DESCRIPTION

Job Title:	Careers Advisor
Location:	Based at Bradon Forest School, Purton
Grade:	NJC Scale SCP 24 - 25
Salary:	FTE £35,413 - £36,363 – Actual £15,512.55 - £15,928.70
Contract Type:	Permanent
Hours:	19 hours per week

The Role

To deliver a high-quality, impartial Careers Education, Information, Advice and Guidance (CEIAG) service that enables students to make informed decisions about their future education, training and employment pathways. The postholder will work collaboratively with staff, parents, employers and external organisations to support students' progression and contribute to the school's careers programme in line with statutory guidance and the Gatsby Benchmarks.

Key Responsibilities

Careers Guidance

- Deliver impartial one-to-one careers guidance interviews to students across all year groups.
- Produce individual Career Action Plans (CAPs) following each interview, using the SMART framework to set clear, achievable progression targets.
- Support students in exploring their aspirations, interests, strengths and skills to identify appropriate progression pathways.
- Provide accurate and up-to-date information on further education, higher education, apprenticeships, traineeships, employment and other progression opportunities.
- Identify and provide additional support for students who may be at risk of becoming Not in Education, Employment or Training (NEET).

Careers Education and Student Support

- Plan and deliver targeted group sessions on topics including work experience (WEX), apprenticeship applications, post-16 options, higher education and employability skills.





- Ensure Pupil Premium (PP), SEND and other vulnerable students receive appropriate careers guidance and targeted interventions.
- Liaise regularly with tutors, Heads of Year, the SEND team, Student Support Assistants (SSAs) and safeguarding staff to ensure joined-up support for students.

Careers Programme

- Contribute to the development and delivery of the school's careers programme in line with the Department for Education's statutory guidance and the Gatsby Benchmarks.
- Monitor, evaluate and reflect on the effectiveness of careers activities and interventions, using feedback and destination data to inform future planning.
- Maintain accurate records of guidance interviews, Career Action Plans and follow-up actions in accordance with school procedures and GDPR requirements.
- Analyse destination data to identify trends and support continuous improvement of the careers programme.

Employer and Community Engagement

- Develop and maintain strong relationships with local employers, colleges, universities, apprenticeship providers and community organisations.
- Support the organisation of careers fairs, employer encounters, mock interviews, workplace visits and work experience opportunities.
- Represent the school at Open Evenings, Progression Evenings and other events, promoting the careers programme to students and parents/carers.

Administration

- Work closely with the Progression Administrator to organise careers interviews and events.
- Ensure the careers section of the school website remains accurate and up to date.
- Maintain current Labour Market Information (LMI) and careers resources, including prospectuses and digital guidance materials.
- Promote the use of recognised online careers assessment tools and progression resources.

Professional Responsibilities

- Attend careers adviser conferences, networking events and continuing professional development (CPD) activities to maintain professional knowledge.
- Work in accordance with the CDI Code of Ethics and maintain impartiality in all careers guidance.
- Contribute positively to the wider life of the school and undertake other duties appropriate to the post as directed by the Headteacher.



- Excellent communication skills
- Very good literacy skills
- Effective use of ICT and other specialist equipment/resources
- Ability to relate well to children of all ages, their families and professionals
- Work constructively as part of a team, understanding school roles and responsibilities and your own position within these
- Full driving licence is desirable

- To support the school's mission, vision, values and objectives
- To ensure that reasonable care is always taken for the health, safety and welfare of yourself and other persons in line with the Trust Health and Safety policy
- To take responsibility for your own professional development and participate in relevant internal and external activities
- To work co-operatively with colleagues to achieve the aims and objectives of the post and the School.
- To participate positively in the implementation of new working methods and practices as required
- To undertake other duties within your competence or otherwise appropriate to the grading of the position as required

- To promote and safeguard the welfare of all children and young people that you are responsible for or encounter
- Staff must work in accordance with the Southwest Child Protection procedures and Safeguarding Policy and understand their role within that Policy

To ensure that all health and safety instructions are followed and that all reasonable care is taken not to do anything that might endanger the postholder or others; to report to the line manager any dangerous situations in the workplace or any perceived shortcomings in health and safety arrangements.

There is an expectation of collaboration and resource sharing with other colleagues across the Trust.



Special Conditions

This job description sets out the main duties of the post at the date when it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

Bradon Forest School is committed to safeguarding children and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to an enhanced Disclosure & Barring check along with other relevant employment checks.





Person Specification: Careers Advisor

	Essential	Desirable
Qualifications	A good level of education, including GCSE Maths and English A*-C or 4 – 9	Level 6 Qualification in Careers Guidance and Development (or willingness to work towards)
Experience	- Experience of providing careers advice or information, advice and guidance to young people - Experience of conducting one to one guidance interviews. - Experience of producing action plans and maintaining accurate records. - Experience of working with a range of stakeholders including parents, teachers and external organisations.	- Experience within a secondary school or college setting. - Experience supporting SEND and disadvantaged learners. - Experience organising careers events or employer engagement activities. - Experience of using destination data and Labour Market Information.
Knowledge	- Understanding of Careers Education, Information, Advice and Guidance (CEIAG). - Knowledge of post-16 and post-18 education, apprenticeships and employment pathways. - Understanding of the Gatsby Benchmarks. - Knowledge of the Department for Education's statutory careers guidance. - Awareness of safeguarding responsibilities and confidentiality requirements.	- Knowledge of local and regional labour market trends within Wiltshire and the South West. - Understanding of Ofsted expectations regarding careers education.

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Skills & Attributes	• Excellent communication and interpersonal skills. • Ability to build positive relationships with young people, parents and colleagues. • Strong organisational and administrative skills. • Ability to prioritise workload and manage competing deadlines. • Excellent written communication and record-keeping skills. • Ability to motivate and inspire students from a wide range of backgrounds. • Competent IT skills, including Microsoft Office and careers management systems. • Commitment to equality, diversity and inclusion.	• Presentation and workshop facilitation skills. • Ability to analyse data and evaluate programme impact. • Experience using careers platforms and online guidance tools.
Personal Attributes	• Excellent communication and personal organisational skills • The ability to build productive professional relationships • Capacity to work hard under pressure and to possess a sense of humour • An enthusiastic, proactive and positive attitude towards young people and the education environment • Excellent timekeeping and attendance record	• Commitment to the wider life of the school. • Ambition to progress further in the profession.





	• Articulate and a strong attention to detail	
Safeguarding	• Ability to form and maintain appropriate relationships and personal boundaries with children and young people	





OUR VALUES

WE CHALLENGE
OURSELVES TO
BE GREAT
LEARNERS



WE HAVE
ASPIRATIONS FOR
OUR FUTURES



WE RESPECT
OURSELVES AND
OTHERS AND
SHOW
RESILIENCE
WHEN WE
FALTER



WE STRIVE FOR
EXCELLENCE IN
ALL THAT WE DO
BOTH INSIDE AND
OUTSIDE THE
CLASSROOM

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