



TRUE LEARNING  
PARTNERSHIP

# Trust Careers Advisor

Grade 7 - £29,269 – £32,076 FTE (actual salary: £21,001 - £23,015)

30 hours each week over 40 weeks per year (term time plus 2 weeks)



Dear applicant,

Thank you for your interest in the post of Careers Advisor for TRUE Learning Partnership (TLP). I hope that you find the enclosed information useful in forming your views of the exceptional school community within The TRUE Learning Partnership.

TRUE Learning is a cross phase Multi Academy Trust established in December 2018 and is currently comprised of five Trust schools. Originally founded by both Poynton High School and Lostock Hall Primary School in December 2018, we now encompass Disley Primary School, Glossopdale High School and Hague Bar Primary School, each at various stages of development within our Trust.

The successful candidate will be a highly skilled Careers Advisor working across the Secondary Schools within the Trust. You will work two days each week at Poynton High School and Glossopdale School supporting our students by providing impartial careers education, information, advice and guidance and advising on the delivery of quality careers education ensuring students have a wide range of opportunities and experiences provided to explore KS4, Post 16 and Post 18 pathways.

As this role will include working at the two Secondary Schools within our Trust I would encourage you to browse our websites ([www.truelearning.org.uk](http://www.truelearning.org.uk), [www.phs.cheshire.sch.uk](http://www.phs.cheshire.sch.uk), and [www.glossopdale.derbyshire.sch.uk](http://www.glossopdale.derbyshire.sch.uk)) to get a fuller understanding of life here at The TRUE Learning Partnership.

Your application should be made via the support staff application form on the Trust website. Your supporting statement should set out what skills, experience, knowledge and personal qualities you believe you would bring to the post.

The closing date for applications is midday on **Tuesday 12<sup>th</sup> March 2024** we do however reserve the right to appoint before this date.

We very much look forward to receiving your application.

Peter Cox  
Chief Executive Officer

## **Job Description and Person Specification**

**Role:** Careers Advisor

**Salary:** Grade 7 - £29,269 – £32,076 FTE (actual salary: £21,001 - £23,015)

**Contract:** Permanent, part time - 30 hours per week (4 days),  
40 weeks per year (term time plus 2 working weeks)

**Interviews:** TBC

### **Purpose**

To provide impartial careers education, information, advice and guidance to students across the Trust, to advise on the delivery of quality careers education ensuring students have a wide range of opportunities and experiences provided to explore KS4, Post 16 and Post 18 pathways.

### **Main Duties**

1. Provide 'good quality, impartial careers guidance that helps young people to progress, empowers young people to plan and manage their own futures, responds to the needs of each individual young person, provides comprehensive information and advice, raises aspirations and actively promotes equality promotes equality of opportunity and challenges stereotypes'. (Extract from the DfE Statutory Guidance: Impartial Careers Education March 2010.).
2. To interview students on a 1:1 basis or in small groups as appropriate to the student's/school's needs and ensure students have a transition and action plan accordingly.
3. To prioritise 1:1 interventions for vulnerable students (PP, SEND, LAC) in Years 7 to 13 inclusive.
4. To refer to specialist services if required to support specific needs of students e.g. young people with SEND.
5. To research careers, options pathways and support organisations to meet young people's needs.
6. To communicate with relevant external agencies and networks for the benefit of students and the enhancement of the career guidance programme.
7. To run small group sessions or larger presentations on all aspects of careers guidance and topics related to personal development.
8. To prioritise support and guidance for students and parents at key points in the school year; specifically KS4 Options Programme and Evening, Post-16 options evening, Year 9, 10, 11 & KS5 subject/parents evening, results days for Year 11 and Post 16 qualifications.
9. To use, and where appropriate, establish IT systems for administrative tasks, such as recording interactions and individual student action plans.

10. To coordinate and manage the destination tracking of all Year 11, 12 and 13 and ensure that documentation related to the September Guarantee, KS5 destinations and post-18 pathways are coordinated and returned to the LA timely.
11. To review resources in school used for Careers Lessons and research and develop new packages.
12. To support the UCAS, apprenticeship and employment application processes.
13. To lead the organisation, coordination and management of all education and career pathway events including, for example, careers fairs.
14. To liaise and support on appropriate Careers policy, priorities, contribute to careers schemes of work and resources for developing careers education and guidance.
15. To organise and update the school's careers library and appropriate career displays.
16. To coordinate and manage the school's work experience placement programme, and extended work experience placements.
17. To assist, where relevant, with the monitoring, evaluation and reporting on the effectiveness of the career guidance programme in achieving the Gatsby Benchmarks.
18. To keep 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 and disseminate this information to the Senior Leader responsible for Careers.
19. To review and evaluate the quality of provision of careers education and guidance at both Poynton and Glossopdale School and provide reports for SLT and Governors.
20. To abide by the relevant legislation, codes of professional practice, e.g. the CDI Code of Ethics and school and trust policies.
21. 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.

## **Core Responsibilities for all Employees**

### **Health & Safety**

All staff within The TRUE Learning Partnership are required to remain vigilant, observe all relevant Health and Safety policies and procedures, take reasonable care of their own and others' Health and Safety, report all accidents and incidents, and raise concerns through their line manager, the School Business Manager, the site management team or a member of SLT as appropriate.

### **Equality & Diversity**

Staff employed by The TRUE Learning Partnership are expected to promote equality of opportunity for all students and staff, both current and prospective, and to support an environment that values diversity and respect. The TRUE Learning Partnership believes that all individuals are of equal value and we are committed to equal opportunities for all.

### **Data Protection**

All staff within The TRUE Learning Partnership have a responsibility to ensure that data they are responsible for is accurate and appropriate to the needs of the organisation, and that they are responsible for ensuring any personal data processed for any purpose or purposes in connection with their role in the Trust shall not be kept for longer than is necessary for that purpose or those purposes, in accordance with GDPR 2018.

### **Safeguarding & Child Protection**

The TRUE Learning Partnership is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment and adhere to, and comply with, the Trust's Safeguarding and Child Protection policy and procedures at all times.

**Notwithstanding the detail in this job description, in accordance with the Trust's Flexibility Policy the job holder will undertake such work as may be determined by the CEO/Headteacher/Governing Body from time to time, up to or at a level consistent with the Main Responsibilities of the job.**

## Person Specification for the Careers Advisor role

ESSENTIAL SKILLS AND KNOWLEDGE	
Essential	Evidence
To have achieved GCSE in English and Mathematics at Grade C or above	AF
To have a Diploma (DCG) or Qualification in Career Guidance (QCG) at Level 6.	AF
To be a registered member of the Career Development Institute.	AF
To be committed to delivering a high-quality careers education, ensuring that students have a wide range of opportunities and experiences to explore after both GCSE and Post-16 study.	AF / I
To have a detailed understanding of Higher Education Provision.	AF
To have excellent communication skills, oral and written	AF
The ability to organise work, prioritise tasks, make decisions and manage time effectively	AF / I
To have the ability to work with initiative without direct supervision.	AF
To have the ability to prioritise a range of tasks.	AF / I
To be able to demonstrate good ICT skills, including knowledge of Microsoft Office packages, and the willingness and ability to learn new systems, as required by the post.	I
EXPERIENCE	
Essential	
To show a commitment to raising aspirations and experience of devising and implementing successful strategies in order to do this	AF
To have experience of setting high expectations which inspire, motivate and challenge students	AF
Desirable.	
To have experience of working in a careers advisory role	AF
To have experience of working in a secondary school	AF
PERSONAL SKILLS	
Essential	
To have the ability to maintain professional integrity even when under pressure	I
To use good interpersonal skills and have the ability to communicate effectively with a range of audiences	I
To have the ability and desire to work in a high challenge and low threat way	I
To be able to build good relationships with students, parents and staff	I
To show drive and enthusiasm	I
To be innovative, creative and self-motivated	I

CORE REQUIREMENTS	
<b>Essential</b>	
To be willing to be flexible and adapt as priorities change throughout the year	<b>AF + I</b>
To demonstrate commitment to the highest standards of child protection.	<b>I + R</b>
To recognise the importance of personal responsibility for health and safety.	<b>I + R</b>
To believe in equality and celebrate diversity. To be committed to inclusion and the right for all to fulfil their potential.	<b>I</b>
To show a commitment to upholding the Academy and Trust's vision and values.	<b>I</b>
To demonstrate professional and personal integrity.	<b>AF + I</b>
To demonstrate commitment to on-going personal development and willingness to undertake appropriate training	<b>AF</b>

**Key to evidence source:**

**AF = Application Form**

**I = Interview**

**R = Reference**

**Mobility**

This post will require regular travel between Trust corporate offices in Cheadle Royal and the five schools. Therefore, the post holder will need to have a valid driving licence and access to a vehicle that can be used for work purposes.



## **Further details**

For further details or to arrange an informal conversation about this role, please contact the HR team via [recruitment@truelearning.org.uk](mailto:recruitment@truelearning.org.uk)

## **To apply**

Applicants are requested to submit a completed support staff application form which is available from the Trust website [www.truelearning.org.uk](http://www.truelearning.org.uk)

The deadline for applications is midday on Tuesday 12<sup>th</sup> March 2024.

TRUE Learning is an inclusive Equal Employment Opportunity employer that considers applicants without regard to gender, gender identity, sexual orientation, race, ethnicity, disabled or veteran status, or any other characteristic protected by law. We welcome applications from all individuals regardless of individual background or circumstance.

TRUE Learning is committed to safeguarding and promoting the welfare of all children and young people and preventing extremism; all colleagues must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people.

The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service (DBS) and obtain any other statutorily required clearance including an online check. Employment will also be conditional on the receipt of at least two acceptable references (one of which must be from the current/latest employer) and evidence of the formal qualifications required for the job.



## Trust vision and ethos

TRUE Learning Partnership's vision, as a community-based Trust, is that all its students will benefit from an outstandingly rich and broad education within its ethos and values.

### Vision

A community focussed, values based, learning organisation that meets the needs of all its stakeholders so that all will achieve.

### Values

Serve our communities with 'An unswerving commitment to ensure every young person achieves their potential, whatever their circumstances'.

Every child, every chance



## Information regarding the constitution of the Trust Board

The constitution of the Trust Board is set out in the Articles of Association. Trustees are appointed / elected or co-opted for a period of four years. The Chair of Trustees is elected every year. Trustees appoint the Chief Executive to assure the strategic intentions of the Multi Academy Trust.

The Chief Executive is also a trustee of the Multi Academy Trust. As per the scheme of delegation, the CEO and Trustees work in partnership with the local governing bodies to appoint Headteacher's to take responsibility for the day-to-day management of the individual schools.

The regular meeting of Trust management and local Headteachers will be facilitated through the Trust Executive Strategic Group to help facilitate the sharing information and expertise, to aid efficient working and to help provide creative solutions to the many challenges in the current educational landscape

## Why work for the Trust?

TRUE Learning is a community based, values focused, cross phased multi academy trust based across Cheshire and Derbyshire. All five academies in the Trust are closely located to one another which lends itself to many opportunities to work closely and collaboratively. Our vision is a community based, values focused, learning organisation that meets the needs of all its members so that all will achieve. By working within our community clusters, we will ensure that every child that is presented to us at the age of 3 is the best they possibly can be by the time they leave us at 18.

All our schools have excellent road links from the M56, M60, M67, A6, A34 and A57 and nearby railway stations of Poynton, Hadfield, Disley, and New Mills Central. For those travelling from further afield, both Stockport railway station on the West Coast mainline and Manchester Airport are both nearby.

We are exceptionally proud of our colleagues and the dedication they display every day to support our students to reach their potential. Whether a member of our leadership team, teaching colleagues or support team – all have a vital role to play in providing an environment where we can provide world class education where all can achieve.

The Trust provides an Employee Assistance Programme through Health Assured which offers a wide range of services including legal and wellbeing support for employees and their families.

The Trust places at the heart of its development a commitment to high quality professional development for all colleagues who join the Trust. The CPD@TTLP programme enables all of our colleagues to access development opportunities across the Trust. Future goals and aspirations are supported through this programme to ensure that all colleagues are able to develop and achieve their own personal goals.

Colleagues wellbeing and providing a positive and healthy working environment is a key priority for us, as supporting all of our colleagues enables them to support all of our students. We are very pleased that our commitment to colleagues' wellbeing has been recognised by the Valued Worker scheme which offers accreditation to workplaces where colleagues feel valued.

We are also committed to supporting mental health in the workplace by training a number of teaching and support colleagues across our Trust to be Mental Health First Aiders and through our work with the Time to Change programme which aims to end mental health discrimination in the workplace.



## Information about our academy schools



### Poynton High School

We are a very special school where the whole school team passionately believe in creating a school that truly meets the needs of all in our learning community. This is embodied in our mission statement which serves to guide us in the long-term planning for our school.

“We will inspire and empower all in our learning community to fulfil their individual potential and ambitions so that all are able to be active and successful citizens in our global society”

This can be summed up in three words, INSPIRE ACHIEVE CELEBRATE and is applied to every aspect of our work. We aim to inspire our young people in all of our work so that they may achieve their full potential and at the heart of this lies a truly celebratory culture; we aim to inspire our team, so that you can achieve, and we celebrate every achievement for everyone - colleague and student. (Matthew Dean, Head Teacher)



### Lostock Hall Primary School

We are a growing (205 students) Primary School, serving children from the age of 3 to 11. We are a safe, stimulating and friendly school which provides an inclusive, calm, caring and productive learning environment. Our aim is to challenge and support each other and every child to help them realise their potential and to make a positive difference to their lives. Children leave Lostock Hall Primary school very well prepared for their future learning at secondary school and beyond.

Through our guiding principles of Be Ready, Be Respectful and Be Safe we deliver a carefully designed curriculum which progressively meets the needs of our children through fun learning and leads to excellent outcomes. (Graham Hamilton, Head Teacher)



### Disley Primary School

Our school is a very special place to be. We pride ourselves on being a happy, caring school where each child is valued as an individual. We aim to provide a stimulating learning environment which allows every individual to fulfil his/her potential.

We constantly seek exciting ways of delivering both the Foundation Stage and National Curriculum requirements, along with opportunities for social and moral development. Our children are at the heart of everything we do. (Jake Nicklin, Headteacher)



### **Glossopdale School**

Our School is a warm and caring community for all of our 1244 students, from when they join us in Year 7 to when they leave us in Year 13. We are a school that has the highest expectations of students and ourselves, where every student is expected to work hard, behave well and contribute positively to the school community.

Our core purpose is to support students of all abilities and backgrounds to develop high aspirations and achieve their potential. We do this by nurturing and building ambition for our students, we open opportunities, broaden horizons and introduce challenges ensuring everyone can thrive, both academically and personally, to be the best that they can be.

We are in the very fortunate position to work within a new purpose-built school which opened in September 2018. This has benefitted colleagues and students in so many ways. Our students learn in a modern, open and inclusive environment which has been designed to reflect and compliment the local landscape. (Debbie McGloin, Executive Head Teacher)



### **Hague Bar Primary School**

Here at Hague Bar Primary School, we have worked hard to develop a school which provides an excellent education by helping each child to achieve her or his full potential. Our skilled colleagues foster a happy and caring atmosphere, where children can succeed through our personalised learning process, ensuring no child is left behind.

The origins of Hague Bar Primary School stretch all the way back to 1854, with a school which was in existence at the Strines Print Works. Hague Bar Primary School is just inside the Derbyshire border. It lies between the town of New Mills in Derbyshire and Strines in Cheshire. The school is situated on the edge of the countryside and enjoys stunning views of fields and distant hills.

We are proud of, and celebrate, the achievements of our children, both in and out of the classroom, and we are here to help your child make the most of their potential. (Karen McCurdy, Headteacher)

# TRUE LEARNING PARTNERSHIP: SCHOOL LOCATIONS



Our partnership of primary and secondary schools is located to the south-east of Manchester, close to the natural beauty of the Peak District National Park.

All our schools have excellent road links from the M56, M60, M67, A6, A34 and A57 and nearby railway stations of Poynton, Hadfield, Disley, and New Mills Central.

For those travelling from further afield, both Stockport railway station on the West Coast mainline and Manchester Airport are both nearby.



## Trust safeguarding statement

TRUE Learning recognises the important role that our schools and their colleagues have in the wider safeguarding system for children. **ALL** colleagues have a responsibility to provide a safe environment in which children can learn. The Trust fully adopts statutory guidance 'Keeping Children Safe in Education' (September 2023).

TRUE Learning is committed to safeguarding and promoting the welfare of children and young people and expects all colleagues and volunteers to share this commitment. Our schools are a safe place for children, where our responsibilities for safeguarding children are taken seriously. As a Trust, we are responsible for ensuring that all our schools have thorough and robust child protection and safeguarding policies and procedures.

Should you have safeguarding concerns regarding any pupil at any of our schools, please speak to one of the Designated Safeguarding Leads at that school. Full details of key contacts for safeguarding in each of our schools is listed below.

The Trust's Designated Safeguarding Officer is Catherine Holyland, Safeguarding Lead and Deputy Head Teacher at Poynton High School. If you wish to contact her directly please email [cholyland@truelearning.org.uk](mailto:cholyland@truelearning.org.uk)

The Trust Board safeguarding representative is Lucy Monk. If you wish to contact her, please email [info@truelearning.org.uk](mailto:info@truelearning.org.uk) stating that the email relates to a safeguarding issue.

Our schools' Local Governing Bodies are regularly updated about child protection, bullying and safeguarding policies and practices by the relevant school Headteachers, and other members of the Senior Leadership Team. This information is reported to the Trust Board.

For further details on roles and responsibilities, and recording information regarding Safeguarding, please see the Safeguarding Policy and Procedures documents held by each school in our Trust.