



**THE AVON VALLEY SCHOOL
& PERFORMING ARTS COLLEGE**





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Information for Job Applicants

Thank you for your interest in our vacancy.

The Avon Valley School is a popular and over-subscribed foundation school providing an exciting and ambitious curriculum for 11 to 16 year-olds. We are committed to building supportive, professional relationships between students, staff, parents and carers and the community that we serve.

At The Avon Valley School we have established a strong community where staff and students work together in an atmosphere of mutual respect. Our students are valued as individuals and encouraged to develop their abilities to the full. We are proud of their progress and of their achievements, both academically and in a wide range of extra-curricular areas.

The Avon Valley School is a forward looking school with proud traditions. We want all of our students to make the most of the opportunities that the school has to offer and to develop into thoughtful, articulate, confident and responsible members of society. We have high expectations and provide the support that each student needs to ensure success; as a result, standards are constantly improving.

Avon Valley staff are welcoming, committed and maintain the highest expectations of both themselves and our students. We have a firm commitment to professional growth for all our staff, reflected in our continual professional development and learning opportunities.

Across the school, teaching is creative, ambitious and evidence-informed which promotes a place of learning that challenges and supports all students to aspire, engage and achieve.

Following our Ofsted Inspection in March 2023, we were graded a "Good" School. We have a hardworking and committed team of specialist teachers and a commitment to ensuring the best possible outcomes for our students. We are looking to attract highly motivated individuals, to become valued members of our staff.

Of all our achievements, we are most proud of our students: their enthusiasm, eagerness to learn and willingness to contribute to the various opportunities that life at The Avon Valley School offers and we are united in our commitment to ensuring that all our students receive an excellent education that develops and nurtures their abilities and talents.

We welcome applicants to arrange a visit to our school to see first-hand our learning environment and we hope this information pack provides useful insight into life, work and learning at The Avon Valley School.

Finally, I would like to take this opportunity to wish you every success in your application to join our exceptional team.

Blake Francis,
Headteacher

Newbold Road, Rugby, Warwickshire CV21 1EH
Headteacher: Blake Francis Bsc Hons, PGCE, NPQH

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Careers Advisor & Work Experience Coordinator

Band J SCP 20 - 23 (Actual Salary: £22,431 - £24,324 – Pay award pending)

Part-Time – Permanent (30 hrs per week, 39 weeks per annum – TTO plus teacher training days)

Job Start: December 2023

The Avon Valley School is an oversubscribed 11-16 school which is known for its aspirational and caring environment. Following our Ofsted Inspection in March 2023, we were graded a “Good” School. We have a hardworking and committed team of specialist teachers and a commitment to ensuring the best possible outcomes for our students. We are looking to attract highly motivated individuals, to become valued members of our staff.

We are looking for an organised, enthusiastic, and resilient individual to provide effective careers education and guidance for students as they progress through our school. The successful candidate will be self-motivated and enjoy working with young people. You must either hold, or be willing to work towards, a level 6 qualification in Careers Advice & Guidance.

The successful candidate will be capable of strategic thinking coupled with excellent attention to detail and the willingness to work on expand

Closing date: 20th November 2023

(We reserve the right to close this vacancy early if we receive sufficient applications for the role).

Interviews to be held: Soon after the closing date

For further information, the application form and job description, please visit our website, or email: recruitment@avonvalleyschool.uk or telephone: 01788 542355, please note we do not accept CVs without an application form. Please send completed application forms to: recruitment@avonvalleyschool.uk

The Avon Valley School is committed to safeguarding the welfare of children and young people and expects all staff and volunteers to share this commitment. The above post is subject to a satisfactory DBS Enhanced Disclosure Certificate with Barred List check (child) via the Disclosure and Barring Service.

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Job Description Careers Advisor & Work Experience Coordinator

Accountable to:	Achievement Leader - Careers	Line Managing:	N/A
Post type:	Permanent Part time	Salary/Grade:	Band J SCP20-23
Liaising with:	Students, staff, volunteers		
Every member of staff is required to:			
<ul style="list-style-type: none">• Work towards and promote the vision, beliefs, aims and expectations of the school• Support and contribute to the achievement of every child's outcomes• Support and contribute to the safeguarding of all students• Undertake professional development activities to enhance personal development and performance• Maintain high personal professional standards of attendance, punctuality, appearance, conduct and positive relations with students, parents and staff.			
Broad Description of post			
<ul style="list-style-type: none">• To support student's career learning, planning and development by assisting with the development of careers information, education and guidance (CIEAG) and Work Related Learning (WRL)• To work with our community to organise and coordinate careers events, such as mock interviews and careers fairs.			
Tasks and Responsibilities			
Work Experience			
<ul style="list-style-type: none">• Organise Work Experience placements for students, as appropriate. Be responsible for organising and ensuring all placements are Safeguarding and Health and Safety checked. Seek advice, as appropriate, regarding specialist assessments. Organise rota visits for each Work Experience placement to enable staff to monitor students. Contact and meet local businesses to secure placements for students.			
Careers Guidance			
<ul style="list-style-type: none">• Identify and prioritise students for guidance, based on vulnerable groups. Devise tailored packages of support for those most in need.• Assist with the preparation of career education and instructional materials, for use by teachers and students; assist students in locating and using college/career information as needed for research, assignments and post 16 school planning.• Organise and manage a drop in service for students.• Develop access to, and information on, careers and career clusters, employment prospects and trends and employment requirements and opportunities. Obtain and circulate information on the local post 16 offer.• Keep abreast of external changes to careers education, information & guidance and manage the provision of career and labour market information.• Contribute to the strategy for ensuring inclusion, equality of opportunity and respect for diversity. Monitor students' curricular work experience choices for evidence of stereotyping.• Provide guidance and support for young people encountering difficulties, e.g. in making non-traditional choices, combating racism.• Support co-workers with the development of learning plans and pathways for our most vulnerable students.• Work in conjunction with the Careers Leader and the Senco to support the creation of learning pathways.• Work alongside the Globus (Gifted & Talented) Coordinator to support career progression• In partnership with the Globus coordinator for G and T, work with local universities to increase widening participation, e.g. student progression team.			

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Community Links
<ul style="list-style-type: none">• Develop and maintain links with business and community partners. Organise and/or support WRL activities for students. Maintain a network of useful business and community contacts• Develop industry links to support with work experience, mock interviews.
Data and Admin
<ul style="list-style-type: none">• Record, collect and forward student information and destination statistics, working with Prospects to fulfil the Department of Education September Guarantee statistics.• Track career provision on appropriate platforms.• Prepare and deliver informational presentations and reports, as requested.• Maintain noticeboards.
Curriculum
<ul style="list-style-type: none">• Support Faculty Leaders with the organisation of careers-related experience days/trips etc. and a programme of industry-related speakers, as appropriate.
Events
<ul style="list-style-type: none">• Arrange and attend the school Careers Fair.• Arrange Year 11 Mock Interviews.• Identify and invite speakers from industry/colleges/universities/apprenticeship providers to deliver careers talks and assemblies.• Support Careers Education on Alternative Curriculum Days (Splash Days).• Lead and manage links with external enterprise organisations• Organise trips to relevant businesses and events, e.g. skills show, careers fairs.
Continuing Professional development
<ul style="list-style-type: none">• Take responsibility for personal professional development, keeping up-to-date with research and developments and changes in the school curriculum• Undertake any necessary professional development as identified• Maintain a professional learning portfolio of evidence to support the appraisal process including the incorporation of targets related to leadership, evaluating and improving own practice
Additional Duties
<ul style="list-style-type: none">• Contribute to the life of The Avon Valley School and Performing Arts College, and support its ethos and policies• Undertake any other duties as reasonably required by the Headteacher

This job description may be reviewed and be subject to amendment or modification after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.

Safer Recruitment Statement:

We are committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment. This post requires Enhanced Disclosure (DBS).

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Person Specification Careers Advisor and Work Experience Coordinator

	Essential	Desirable	Evidence
Qualifications & Experience	<ul style="list-style-type: none"> Educated to at least GCSE grade C (4/5) in literacy and numeracy (<i>or equivalent</i>) A good standard of general education Hold a Level 6 CEIAG qualification or be willing to complete this qualification 		Application form, letter & references
Skills & Knowledge	<ul style="list-style-type: none"> Knowledge of the GATSBY Benchmarks Knowledge of the progression pathways for GCSE students including apprenticeships Understanding of the Post 16 application process Proven initiative and problem-solving skills. Ability to develop and maintain effective working relationships with business and community partners Ability to maintain knowledge and understanding of Local and National Labour Market trends Ability to record, collect, analyse and report student information and destination statistics. Ability to assist with the preparation of career education and instructional materials Proficient in the use of Microsoft Office packages as well as accessing and web-based information 	<ul style="list-style-type: none"> Up to date knowledge of student funding, student support and welfare loans & bursaries 	Application, references, selection process
Personal qualities and skills	<ul style="list-style-type: none"> High level communication, time management and prioritisation skills Excellent interpersonal and organisational skills Ability to support and challenge Ability to inspire and motivate students Ability to maintain confidentiality at all times 	<ul style="list-style-type: none"> Concern for the welfare of the school community 	Application, references & selection process
Special Requirements	<ul style="list-style-type: none"> Excellent punctuality and attendance record Prepared to operate in accordance with the School's policies and Health & Safety procedures Willingness to work in a flexible and responsible way 		References & selection process

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