



The John of Gaunt School
A Community Academy

Excellence Every Day

APPLICATION PACK





The John of Gaunt School

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Our Mission

Our mission is to make sure that all our students, regardless of their circumstances, discover their personal best and thrive academically, individually and socially.

We are relentless in driving high expectations and make no apology for ensuring high standards across the school. We will continually ensure every student achieve excellent results, with high-quality teaching and a first-class curriculum, underpinned by outstanding cultural capital experiences and exceptional pastoral care.

Ethos and Culture

We are a highly inclusive school that blends nurturing individual care with high standards and expectations.

Our students are proud of their school and are happy, ambitious, inquisitive learners. They thrive on a curriculum and character education programme that takes place in classrooms, and includes clubs, trips and activities. Our ethos is underpinned by strong relationships between students, parents, carers, staff and governors, who all work tirelessly together to ensure students develop their individual characteristics to be successful at school and beyond.

Values

- **Excellence**
We strive for greatness in everything we set our minds to. We endeavour to do our very best and excel in all aspects of school life.
- **Respect**
We treat others in our diverse, inclusive community as we wish to be treated. We acknowledge individual differences yet join together in an uncompromising respect for each other.
- **Responsibility**
We understand that we own our actions. We work hard to understand our emotions and manage them effectively, whilst ensuring we put any mistakes right.
- **Resilience**
When we encounter challenges, we persevere and bounce back. We see setbacks as stepping stones to success and always give 100%.
- **Ambition**
Our ambition knows no limits. We will push ourselves to be the best version of ourselves to ensure success.





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**Careers Adviser
Permanent Contract**

Dear Applicant

I am delighted that you have shown an interest in the Careers Adviser post at The John of Gaunt School which starts 1st September 2022. You will join a committed and highly talented staff team with a supportive Governing Body who share high ambitions and the desire of excellence for our students. This is a truly exciting time to join our growing, forward thinking school.

This post requires someone who is both a team player and self-motivated. You will be working across the whole student body and will be responsible for leading and managing the careers provision in line with the Gatsby benchmarks and supporting the Work Experience programmes in Years 10 and 12.

You will be required to work 28 hours per week, 40 weeks per year and will be paid at Wiltshire Council Grade J, £30,984 - £32,798 per annum, to be paid pro rata. This is an annual salary of £20,415 - £21,610 per annum (under 5 years' service). Hours will include attendance at both GCSE and A level results days and attendance at some Parents' Evenings.

You will find several documents within this pack. Email vacancies@jogschool.org for an application form. If you would like more information about the school you might like to visit our website www.johnofgauntschool.org Contact Elaine Baldwin at vacancies@jogschool.org if you would like to arrange a visit.

The John of Gaunt School is large and dynamic school with approximately 1200 students on roll. We are a single Academy and actively promote collaboration with our feeder primary schools through the Trowbridge Schools' Social Enterprise - Collaborative Schools Ltd and the West Wiltshire Alliance; a partnership of 8 secondary schools and Wiltshire College. Our school roll is rising significantly each year and our reputation has accelerated over the last two years. We are now at the forefront educational practice and we are delighted that our recent changes are accelerating the progress of our students.

In your covering letter, which should be no longer than 2 sides of A4, please provide examples of how you meet the requirements of the person specification and outline how your experiences have prepared you for this role. Your application form and covering letter should be addressed to Paul Skipp and returned via email to vacancies@jogschool.org

The closing date for applications is Thursday 7th July at 10am. If you haven't heard from us by 15th July please assume that you will not be called for interview.

Thank you, once again, for your interest in this post. I look forward to reading your application.

Paul Skipp
Headteacher

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At The John of Gaunt School

We are committed to safeguarding and promoting the welfare of students and expect all staff to share this commitment. A copy of the school's Safeguarding Children in Our School Policy and our Policy and Code of Conduct for Safe Practice are included in this pack for your reference. Further related policies will be included in the induction process. The interview will seek clarification on information you provide on your application form, assess your suitability for the post and assess your suitability to work in an environment where you will have contact with students. It will include questions relating to safeguarding and promoting the welfare of children.

If you are shortlisted references will be sought from your current or most recent employer and any issues arising from a reference will be discussed at interview. If you have worked with children in the past, but do not do so at the moment, a reference will be sought from this employer as well. If you have been self-employed, please provide statements or evidence from your clients/accountant or solicitor. References will be required which cover the past 5 years.

The application form asks you to give the contact details of a 'personal referee'; this should not be a relative or friend. Please give names and email contacts for all referees. The post will only be offered once two satisfactory references have been received.

Due to the nature of this post, you will be required to apply for an enhanced disclosure with barred list from the DBS (Disclosure and Barring Service) if you are offered the post. Disclosure will contain details of formal cautions, reprimands and final warnings, as well as convictions. The school will apply on your behalf and will pay the necessary fee. This post is exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 Exceptions Order 1975, 2013 and 2020.

Having a criminal conviction will not automatically exclude you from employment, this will depend on the nature of the position and the circumstances and background of the offences committed. However, an offer of employment will be conditional until DBS and medical clearance have been received.

"A Good School"

OFSTED, JUNE 18

"A highly inclusive school... committed to the success of every pupil"

OFSTED, JUNE 18

Excellence Every Day

Headteacher: Mr P Skipp



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**CAREERS ADVISER
PERMANENT CONTRACT
28 hours per week, 40 weeks per year
Grade J**

£30,984 - £32,798 per annum, to be paid pro rata
(actual salary £20,415 - £21,610 per annum under 5 years' service)

Starting 1st September 2022, we are looking to appoint a highly motivated professional to lead high quality and impartial careers information, advice and guidance across the school, in line with the Gatsby benchmarks. You will have a degree or recognised NVQ Level 6 qualification, excellent interpersonal skills and experience of delivering outstanding careers advice.

A commitment to help all young people and staff to achieve their best, and a shared belief in our inclusive ethos is expected of all staff.

As an employer we are committed to offering equal opportunities to all. We particularly welcome applicants from Black, Asian and minority ethnic (BAME) backgrounds as they are currently underrepresented in our school. All appointments will be made on merit and take account of the skills and experiences required for the role.

Closing date for applications is 10.00 am on Thursday 7th July 2022

Full details and an application form can be accessed via our website, [Link to Vacancies](#)

CVs will not be considered.



Careers Adviser Permanent Contract Job Description

Start Date: • 1st September 2022

Grade: • Grade J

Working Hours: • 28 hours per week x 40 weeks per year

Accountability: • Accountable to the Headteacher.
• Under the daily leadership of the Assistant Headteacher (Post 16)

Safeguarding: • The John of Gaunt School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment and individually take responsibility for doing so.
• The postholder must hold enhanced DBS clearance with children's barred list check.

Comment: • The postholder may be required to perform duties other than those given in the job description. The particular duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibilities entailed. Such variations are common occurrences and would not of themselves justify the regrading of the post.



Job Description cont.

Main Job Purpose:

Working under the guidance of the Assistant Headteacher (post-16) the postholder will be the careers lead for the school and be responsible for providing high quality and impartial careers information, advice and guidance (IAG) to all students. The postholder will deliver an outstanding careers provision, in line with the Gatsby Benchmarks which reflects local and national initiatives and priorities, with the aim of raising the aspirations and ambitions of all students.

Key Tasks:

Provision of a stable careers programme:

- Develop a systematic and structured careers provision to ensure that all students can access high quality careers advice and guidance.
- To work with the Head of PSHE to ensure careers lessons are current and relevant.
- Take a systematic overview of the careers curriculum and experiences offered to the students of The John of Gaunt School.
- To deliver careers-focused assemblies as needed.

Learning from career and labour market information:

- Gather information on the labour market and employment trends in order to offer an accurate knowledge of opportunities.
- Maintain the careers information and resource area.

Addressing the needs of each student:

- Provide impartial information, advice and guidance to individuals and groups of students in relation to all aspects of the progress planning.
- Prioritise IAG students with additional needs as identified by the school – to include PP, SEND and LAC students.
- Assist students with action planning as necessary.
- To maintain and develop a comprehensive, up-to-date and accessible provision of careers information on the school website.
- To attend results days and provide advice and guidance to students as needed.
- To monitor student destinations on leaving The John of Gaunt School.
- To communicate with parents/carers regarding CEIAG queries.
- To support transition activities for all year groups.
- To plan, support and attend careers specific parents' evenings and events.

Linking curriculum learning to careers:

- Liaise with Head of PSHE on the careers curriculum offer for all year groups.



Job Description cont.

Encounters with employers and employees:

- Develop and organise a programme of careers activities e.g. Careers Fair etc.

Experiences of workplaces:

- Develop and organise a programme of careers activities and events – including facilitating trips to local employers and work experience in years 10 and 12, and inviting employers into school.
- Work with the Work Experience Co-ordinator to plan and deliver an effective work experience programme for years 10 and 12.
- Develop and organise a programme of careers activities and events – including facilitating trips to local employers and work experience in years 10 and 12, and inviting employers into school.

Encounters with further and higher education:

- To work with the post-16 team to develop and promote FE and HE links across the curriculum and extend these links through each year group.
- Assist in the development of FE partnerships.
Organise university and college visits for groups of students.

Personal guidance:

- Provide impartial information, advice and guidance to individuals and groups of students in relation to all aspects of the progression.
- To maintain up-to date knowledge of key legislation and impact of changes such as raising age of participation.

Other Duties

- To contribute effectively to school governance through effective communication and attendance at meetings as requested.
- To provide leadership for identified areas of the financial and material resources, including maintaining any agreed budget, where relevant to the role.
- To maintain high standards of behaviour, promoting a sense of community.
- To maintain confidentiality and integrity at all times.
- To demonstrate an understanding of and take responsibility for promoting high standards of literacy, articulacy and the correct use of standard English.
- To be responsible for promoting and safeguarding the welfare of students at the school.
- Hold enhanced DBS clearance with Children's Barred List checks.



Person Specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none">• Degree or recognised Level 6 qualification in Careers Guidance	<ul style="list-style-type: none">• Membership of the CDI and registration on the CDI professional register
Experience	<ul style="list-style-type: none">• Experience of successful delivery of careers advice / IAG• Continuing professional development through INSET or other• Experience of working with young people of secondary school age• Post 16 guidance	<ul style="list-style-type: none">• Experience of working with employers and FE providers• Experience of UCAS process or working with HE
Skills	<ul style="list-style-type: none">• Knowledge of a range of support available to help young people• Expert knowledge of the legislation and guidance on careers, including the Gatsby Benchmarks• Awareness of local and national organisations to support with delivering a successful careers programme• Ability to develop creative solutions in careers information, advice and guidance• Excellent organisational skills• Excellent time-keeping skills• Competent IT skills• Ability to work under pressure and prioritise effectively	



Person Specification cont.

	Essential	Desirable
Personal Qualities	<ul style="list-style-type: none">• Ability to build and maintain good working relationships with students and staff• Ability to form and maintain appropriate relationships and personal boundaries with young people and adults• A patient, non-confrontational and positive role model• Honest and reliable, proactive and self-motivated• Confident with a positive attitude, flexible and resilient• Friendly and approachable manner• Flexible and committed team player• Keen to learn and extend skill set	
Requirements	<ul style="list-style-type: none">• Enthusiasm for and commitment to the achievement of the school's overall vision for success at all levels• An unconditional, positive regard for young people and a passion for helping students overcome barriers to learning• Commitment to safeguarding and promoting the welfare of children• A desire to make a difference• Work within school procedures and policy guidelines• Follow confidentiality protocol• Enhanced DBS clearance with Children's Barred List checks	<ul style="list-style-type: none">• An interest in how learning occurs• Innovative



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Our Town

The historic woollen town of Trowbridge is the County town of Wiltshire, and situated close to the edge of Salisbury Plain. Trowbridge is a socially diverse and rapidly growing town. With moderately priced housing, the town offers a range of High Street and independent shops, supermarkets, cafés, pubs and restaurants, as well as a weekly street market featuring local stalls and traders. Situated just 25 minutes by road from Bath, with good public transport links nationally, Trowbridge provides a great base from which to explore the region, including the world famous landmarks such as Stonehenge and Avebury as well as numerous National Trust and English Heritage sites.

Our School

As one of 3 secondary schools in Trowbridge, The John of Gaunt School is a fully comprehensive single Academy for students from the ages of 11 – 18, with approximately 1200 students on roll. We are a school for our community and strongly believe in collaboration. We actively promote this with our local primary schools through Collaborative Schools Ltd - a social enterprise incorporating all Trowbridge schools; and the West Wiltshire Alliance. Our strong partnerships with local primaries mean that most students join us already knowing the geography of the school and key staff.



Our Leadership Structure

Our Headteacher is supported by the Strategic Leadership Team which comprises:

- 1 Deputy Headteacher
- 5 Assistant Headteachers
- 3 Associate members
- 1 Finance and Business Manager
- 1 HR Manager

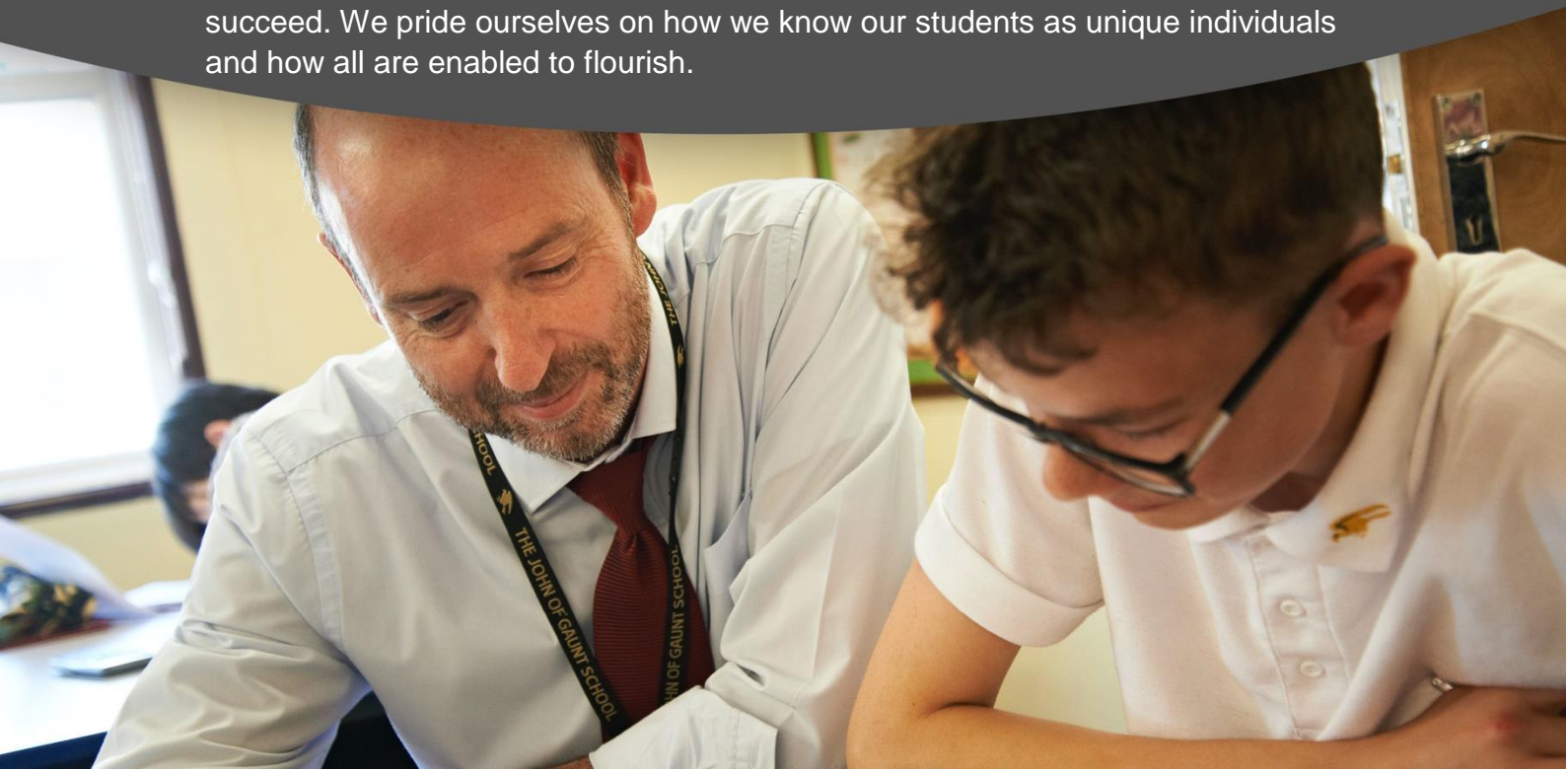
Our Students

We believe that every student deserves an engaging, inclusive and dynamic curriculum which prepares them for life in the 21st Century. Our curriculum is personalised and aims to meet the needs of all individuals, ensuring students are appropriately challenged.

We believe that high quality teaching is the core purpose of our school. Recruiting, developing and retaining the very best leaders and teachers is of the utmost importance to us. Our staff are hugely talented and dedicated to delivering high quality lessons, within a purposeful learning atmosphere.

We have high expectations and students expect to be challenged. We ensure that learning takes place in a calm and purposeful atmosphere. We know that learning is maximised when students play an active role in lessons and develop the independent skills required to become confident, lifelong learners. As a school we believe that effort leads to success and teachers seek to develop dedication and resilience in all students.

We believe that happy children who feel safe and well supported are more likely to succeed. We pride ourselves on how we know our students as unique individuals and how all are enabled to flourish.

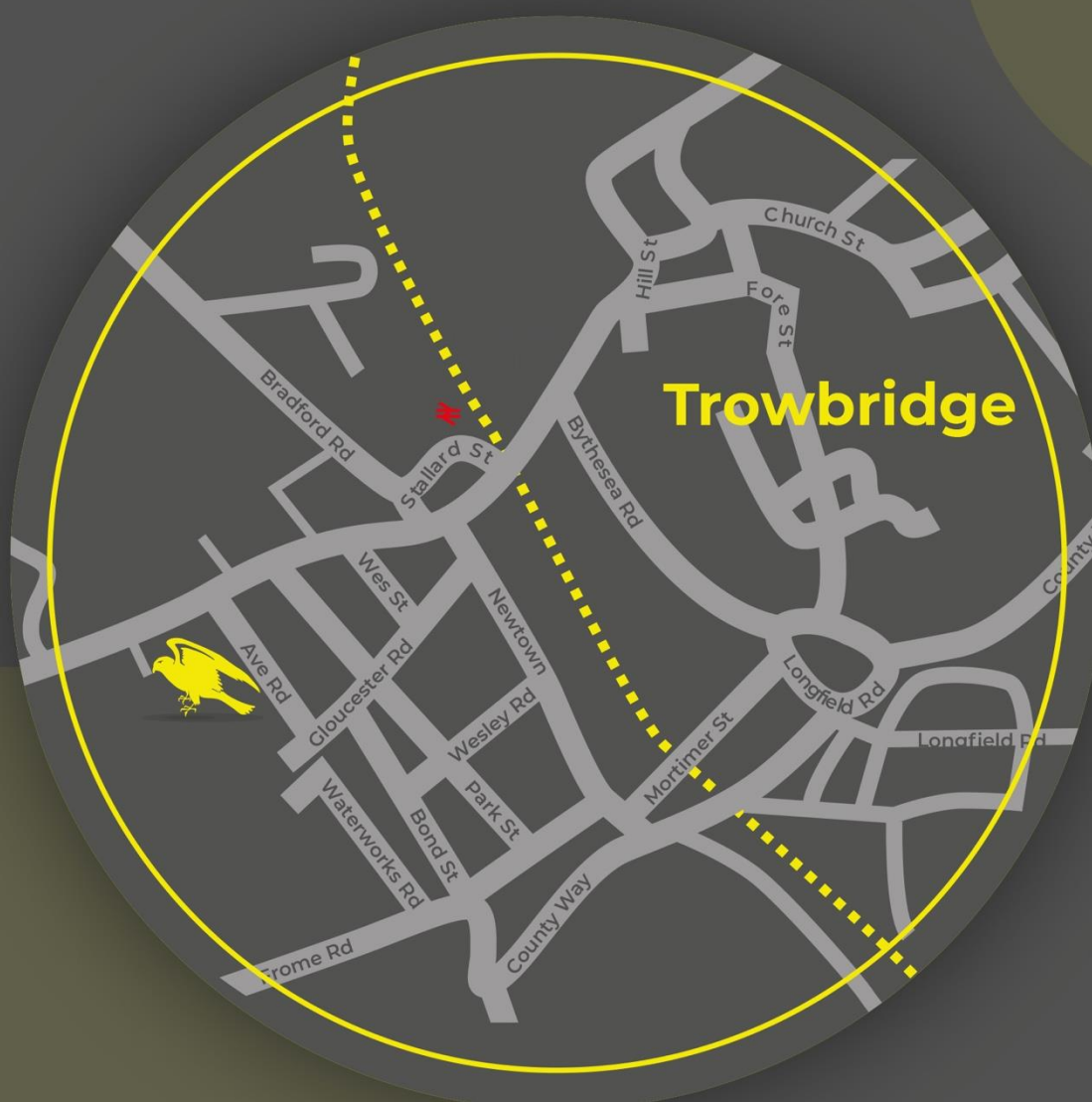




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