

Aylsham High School
Sir Williams Lane
Aylsham
Norwich
NR11 6AN
Executive Headteacher: Mr Duncan Spalding
Telephone: 01263 733270
Email: abarker@aylshamhigh.norfolk.sch.uk



Guidance Adviser and Careers Coordinator GR2139 Term Time Plus 1 Week

**Scale G £19,693.87 to £21,317.14 actual salary per annum (£24,313.00 to £26,317.00 FTE)
OR**

**Level 6 Qualified, Scale G plus allowance £21,869.57 to £23,316.26 actual salary per annum
(£26,999.00 to £28,785.00 FTE)**

We are looking for a committed, proactive and hardworking Guidance Adviser and Careers Coordinator for our school. Ideally you will be level 6 qualified with a wealth of experience and knowledge with a good understanding of the Government's career strategy. However for the right candidate we are happy to support an individual with strong student support skills, or someone with experience as a guidance adviser without a level 6 qualification. The successful candidate must be committed to successfully completing the qualification as part of the role and enrolment in the course will take place in September. What is important is you must be enthusiastic and knowledgeable about Careers Education, Information, Advice and Guidance (CEIAG) and be able to communicate and share this with students, colleagues, and the wider community.

Working under the guidance of our Head of Business and Enterprise, and Deputy Head, you will have excellent communication skills, being aware of the impact of your own communication on others. You will be able to maintain positive relationships with all, including businesses and external organisations. Your organisational skills, along with the ability to prioritise and work to deadlines are critical to the success of this role, along with being able to work on your own initiative. Your role will include the coordination of our extremely successful work experience programme as well as Careers.

We are looking for someone to work 35 hours per week over 5 days, term time plus 1 week, however working hours can be flexible and mutually agreed. You must be able to attend guidance appointments with students after school so must be able to work beyond the school day on occasions.

Aylsham High is one of the most consistently successful schools in Norfolk and our work is underpinned by the values of the co-operative movement. Our cohort is truly comprehensive and we are committed to being an inclusive, welcoming, and supportive school community. The school is blessed with excellent staff, great facilities, including subsidised leisure and nursery, and a wonderful group of students. The support that we enjoy from parents and the wider community is second to none.

If you would like to join a successful and well-resourced Federation in a genuinely warm and friendly school with a tremendous community ethos then we would love to hear from you.

Further details and an application form are available on the school website www.aylshamhigh.com, on the Educator Solutions job website, or by emailing Ali Barker, HR Officer. If you require further information about the role, please contact Jo Tuttle on 01263 733270 in the first instance. Completed applications should be emailed to abarker@aylshamhigh.norfolk.sch.uk or posted to Mrs Jo Tuttle, Aylsham High School, Sir Williams Lane, Aylsham, NR11 6AN.

**Closing date for applications: Noon on Thursday, 16 July 2020
Interview date: Monday, 20 July 2020**

References will be requested and a DBS check will be required for successful applicants. The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.