

Braunton Academy



‘Aspire and Achieve’

**Academy Careers Advisor Required
To Commence: From September 2025**

Closing date: 9am on Wednesday 2nd July 2025

Interviews: w/c Monday 7th July 2025

NJC Grade F (£34,314 to 37,938 per annum)

Pro-rata based on experience and qualification
Pay award pending (from 1 April 2025)

7.5 hours per week (1 day) x 38 weeks per year

Fixed term for 2 years

Braunton Academy is rated ‘Good’ by Ofsted March 2025

Barton Lane
Braunton
North Devon EX33 2BP
Tel: 01271 812221

Academy Website: www.braunton.academy
Email applications: recruitment@braunton.academy
Principal: Mrs F Bowler
Students: Aged 11-16 number on roll: 836

June 2025

Dear Candidate

RE: Careers Advisor – Fixed Term (2 years)

Thank you for expressing an interest in the position of Fixed Term Careers Advisor within Braunton Academy. I hope that you find the enclosed information useful in forming your views of our exceptional Academy and the uniquely calm, community life we lead here at Braunton.

Braunton Academy is a true learning community, which passionately believes in empowering its staff in order to empower its students. As a respected and trusted centre of the local community, we are committed to providing the very best of education to the children of Braunton and its surrounding villages, shaping all of our futures. Supporting both students and their parent/carers, our central aim is to build strong partnerships that recognise and respect the value of learning, investing in and reigniting that true love of learning for all that it can offer our community and provide for our children as masters of their own destiny.

As a school we are keen to be at the forefront of education and our innovative work is helping to create learners who are truly independent and will be able to thrive in the twenty-first century. We believe that it is important to concentrate on what happens in the classroom and our school planning ensures that students receive outstanding lesson experiences.

This is an exciting position for a suitably qualified candidate and you will be part of both a forward thinking and hugely successful department. Our Academy has a great history with our community, one of longevity and of success. Please find enclosed the following information to help you formulate your application:

- Advertisement
- Person Specification
- Job Description
- Academy Mission Statement on Learning and Leadership
- Braunton Academy Application Form

Our strongest resource is our staff and therefore we require passionate, rigorous and dedicated professionals to help guide our Academy within the 21st Century. Braunton Academy is a place where everyone is supported to succeed and it is a delightful place to learn and to work.

I hope that your research leads you to the conclusion that you wish to be a part of our team and, if this is the case, I look forward to receiving your application and working alongside you through this recruitment process.

Yours sincerely



Fay Bowler



Braunton Academy

VACANCY FOR A FIXED TERM CAREERS ADVISOR TO START FROM 1st SEPTEMBER 2025 (or as soon as possible after this date)

Payscale: Grade F SCP 24-28 (34,314 to 37,938 per annum) pro-rata based on experience and qualification
Pay award pending (from 1 April 2025)

7.5 hours a week (1 day) x 38 weeks per year
Fixed term for 2 years

An opportunity has arisen for a Careers Advisor at this mixed 11-16 semi-rural school on the beautiful North Devon coast.

Braunton Academy is a thriving school, which sits at the heart of its community and is surrounded by beautiful countryside and some of the country's most stunning beaches: A fantastic place for our children to live and learn.

We are looking for an individual who is level 6 qualified in Careers Guidance and will support students in years 7 to 11 in exploring career pathways, making informed decisions about their futures and preparing for post-16 education, training or employment. Strong communication, empathy and organisational skills are essential as well as knowledge of careers, training and education systems. They must be able to build a rapport, motivate individuals and work both independently and as part of a team.

Closing date: 9am on Wednesday 2nd July 2025. Interviews: w/c Monday 7th July 2025.

An Application Pack and a Braunton Academy Application Form is available from our school website at www.braunton.academy – under the Recruitment Section.

If you believe you have the ability, skills and qualifications to fulfil this post, please complete the application form and email it to: recruitment@braunton.academy by the closing date. Please note, if you have not heard from us by Friday 4th July 2025 then you have been unsuccessful on this occasion.

Please note, we do not accept CVs

Safeguarding: Braunton Academy is committed to safeguarding the welfare of its students therefore an online check of publicly available information will be completed to assess shortlisted candidates' suitability to work with children. The successful applicant will also be subject to an enhanced Disclosure and Barring Service check (DBS) and full identity and qualification checks. Please refer to the Child Protection Policy on our Academy website <https://www.braunton.academy/policies>

Braunton Academy

Part-time Careers Advisor

Person Specification

Evidence source:

AF = Application Form
 LO = Lesson Observation
 I = Interview
 R = Reference

QUALIFICATIONS AND TRAINING	
Essential	Evidence
1. Level 6 qualification in Careers Guidance (e.g. QCG, Level 6 Diploma in Career Guidance & Development)	AF
PROFESSIONAL SKILLS AND EXPERIENCE	
Essential	
1. Experience within a relevant or similar field. 2. Experience of working with young people in an educational setting. 3. Knowledge of current education, training and employment pathways.	AF + I + R
Desirable	
4. Familiarity with the Gatsby Benchmarks and Compass+ 5. Experience using careers platforms e.g. Unifrog, Start, Kudos	AF + I + R
ABILITIES	
Essential	
1. Able to build rapport, motivate individuals and work both independently and as part of a team.	AF + I + R
2. The commitment to work in a positive, diverse and inclusive school ethos which values each individual and challenges any form of discrimination.	I + R
3. Good organisational skills and the ability to have a flexible and adaptable approach.	I + R
COMMITMENT	
Essential	
1. The promotion of Braunton Academy as a centre of excellence	I
2. Equal opportunities for all in the widest context.	I
3. Inclusion and the right for all to fulfil their potential.	I
4. Understanding of safeguarding procedures in schools.	I
5. Willingness to undertake training, as required.	AF + I
PERSONAL ATTRIBUTES	
Essential	
1. Ability to work independently and manage time effectively.	I + R
2. Strong communication, empathy and organisational skills.	AF + I + R
3. Strong interpersonal and communication skills.	I + R
4. Display commitment to the protection and safeguarding of children and young people.	I + R

BRAUNTON ACADEMY JOB DESCRIPTION CAREERS ADVISOR

Reporting to:	Senior Teacher – Head of Character and Vocational Education
Contract term:	Fixed term for 2 years
Hours:	Part-time (1 day per week) 7.5 hours per week, term-time only, ideally same day each week – opportunity for occasional additional hours if required for special events
Salary:	Grade F SCP 24-28 (34,314 to 37,938 per annum) pro-rata based on experience and qualification Pay award pending (from 1 April 2025)
Start Date:	September 2025

Job Purpose:

We are seeking a dedicated and knowledgeable Careers Advisor to join our secondary school team one day per week. The successful candidate will be Level 6 qualified and will support students in Years 7–11 in exploring career pathways, making informed decisions about their futures, and preparing for post-16 education, training, or employment. They will also support occasional evening events such as Year 9 Options Evening.

Key Responsibilities:

- Provide individual careers information, advice and guidance to students, helping them identify interests, strengths, and career aspirations.
- Deliver group sessions and workshops on topics such as CV writing, interview skills, apprenticeships, and further education.
- Support students with college, sixth form, and apprenticeship applications.
- Maintain up-to-date knowledge of labour market information (LMI) and post-16 opportunities.
- Collaborate with the Head of Careers, teaching staff, pastoral teams, and external providers to ensure a cohesive careers programme.
- Contribute to the school's Careers Education, Information, Advice and Guidance (CEIAG) strategy in line with the Gatsby Benchmarks.
- Maintain accurate records of student interactions and provide reports as required including individual student action plans
- Attend Parents evenings and external events such as Pathways evenings.

Safeguarding Statement:

Braunton Academy is committed to safeguarding the welfare of its students and expects all staff to share this commitment.

This document outlines the duties required for the time being to indicate the level of responsibility. It is not a comprehensive or exclusive list and duties may be varied from time to time which do not change the general character of the job or the level of responsibility. Your role helps to raise student achievement by providing a quality space for students to eat healthily in a relaxed safe environment. Relaxed and well fed students succeed.

BRAUNTON ACADEMY
MISSION STATEMENT ON LEARNING AND LEADERSHIP

LEARNING

Learning enables individuals to change and to grow, becoming independent and confident. The Academy has a commitment to improving the quality of Learning by :

- preparing people for their futures by :
 - encouraging creative thinking and reasoning
 - instilling self-confidence and self-esteem
 - developing Communication, Literacy, Numeracy and IT skills
 - encouraging life-long learning and problem solving
- recognising that individuals learn in different ways by :
 - using a variety of learning and teaching styles
 - changing the learning process according to need
 - providing opportunities for success for all
 - appreciating that learning is interactive
 - being adaptable and flexible
 - enthusing, challenging, stimulating and inspiring
 - nurturing and supporting
 - making learning fun and enjoyable
 - provide opportunities for independent and interdependent learning
 - understanding the learning process
- checking the effectiveness of learning by :
 - being clear about the learner's starting point
 - using a variety of assessment techniques
 - using assessment data constructively
 - seeking learner feedback
 - encouraging self-evaluation
- supporting the learning process by :
 - ensuring a safe, well-resourced environment
 - using the community to enhance learning
 - creating an atmosphere which is conducive to learning
 - having high expectations of all

Learning is for all members of the Academy community

LEADERSHIP

Leadership ensures the Academy's commitment to improving the quality of students' learning by:

- developing a shared **vision** and evaluating progress
- sustaining a **culture** which :
 - respects and values all its members

- is open and accessible
- develops individuals and teams
- challenges and motivates
- listens and responds
- sharing and communicating :
 - a love for **learning**
 - an understanding of how people learn
 - the belief that learning never stops
- actively engaging with the **community** by :
 - encouraging and enabling community involvement by students and staff
 - welcoming the community into Braunton Academy
 - developing business links
 - promoting the work and values of the Academy
 - supporting the life of the community

Leadership is not confined to a few people. It is a quality which is to be encouraged in all members of the Academy.

MANAGEMENT

Management ensures the Academy's commitment to improving the quality of students' learning by:

- **deploying people, time and resources to :**
 - provide the highest quality learning and teaching
 - provide pastoral support for students and staff
 - monitor and evaluate the work of the Academy
 - ensure responsible behaviour
 - ensure a safe, secure and attractive environment
 - work with the community
- **using structures and systems which :**
 - are effective and efficient
 - define roles and responsibilities
 - define lines of support and accountability
 - ensure legal requirements are met
 - are simple and unbureaucratic
 - enable decisions to be taken at appropriate levels
 - use effective communication
- **providing value for money**

Management is not confined to a few people. It is exercised by all members of the Academy.