

KING EDWARD VI ASTON SCHOOL

Appointment of a Co-ordinator for Careers Education, Information, Advice & Guidance for students in Years 7-11

This appointment arises from the resignation of the current postholder.

This is a permanent, part-time position of 15 hours per week, term time only. This is a Grade 3 position with a salary payable on points 26-28 (£22,937 - £24,472 full time salary) There is room for some flexibility as to the days on which the 15 hours are worked each week although an expectation that the post holder will be in school at least three days each week during term time.

The successful applicant is likely to have previous experience of working in careers education in a school environment, although this is not absolutely essential. The successful applicant will have good communication skills, be a competent and confident user of IT, be able to work independently as well as being well organised. They will also have a good understanding of the recent changes in the provision of careers education and government expectations in this area.

The post holder will be line managed by the Assistant Head Teacher with responsibility for Careers Education while other colleagues have responsibility for the school's UCAS process, Oxbridge entry and post-16 careers.

There is a careers office and display area.

Applicants who wish to be considered for interview must submit a completed application form, ideally by e-mail to vacancies@keaston.bham.sch.uk as well as a letter of application of no more than two sides of A4 in length (word processed, font size 12) explaining why they wish to be considered for the position and how their past experience makes them a suitable candidate. **Candidates who apply using any other type of application form will not be considered.** Applicants must include on the application form the names and contact details of two referees one of whom must be their most recent employer. References from friends, family and acquaintances are not acceptable. The application form and job description for the position can be found on the school's web site (www.keaston.bham.sch.uk)

The school takes its responsibilities towards student safeguarding as a paramount concern. All candidates called for interview can expect to be asked questions with regard to student safeguarding and well-being while the successful candidate will be required to undergo a Criminal Records Background check.

The closing date for applications is noon on 10th February 2016 with interviews scheduled to take place during the week commencing 22nd February 2016.

Please do not hesitate to contact me at c.parker@keaston.bham.sch.uk or on 0121 322 8835 if you require any further information in respect of this appointment or would like to visit the school before submitting an application.

C. Parker
Headmaster
January 2016