
INDEPENDENT CAREERS ADVISOR

Contract Type: Permanent/Full Time/Term-time Only + 5 days (Part-time considered for the right candidate, with a minimum of 3 days per week)

Salary: Grade 9, Point 23 to 26, £17.85 to £19.32 per hour

Closing Date: 10am Monday 8th December 2025 – Wallingford School may close this vacancy without warning if a sufficient number of applications are received. An early application is therefore strongly advised.

WALLINGFORD SCHOOL

The Merchant Taylors' Oxfordshire Academy Trust is a multi-academy trust currently consisting of Wallingford School, Brightwell-cum-Sotwell Primary School and Aylesbury UTC. The schools are successful, popular and are rooted at the heart of their local communities.

We are privileged to carry the Merchant Taylors' name and value our relationship with the Company. Their interest, benevolence and engagement with education resonate with our ethos as a Trust.

Our schools are about academic achievement but also personal development and opportunity so that our young people leave us equipped with the skills and experiences which will enable them to thrive. This vision is understood by all members of our school communities and lies at the heart of our ethos.

Our function as a multi-academy trust is to encourage collaboration, innovation and professional development within structures which ensure that our focus is on ensuring that the young people in our schools have the very best possible provision. We work across and within our schools, recognising that the best school-to-school support is deep, embedded and impactful.

Our vision and values are rooted within a belief that every young person is capable of being successful regardless of background, prior attainment or previous school experience.

We believe that schools should serve their local communities and be able to offer the breadth and depth of educational experience which young people deserve in the 21st Century. For us school is about achievement and progress but it is also about supporting our young people to become rounded, well-adjusted young adults ready to lead fulfilling and rewarding lives and to play their part in society.

The approach taken by Merchant Taylors' Oxfordshire Academy Trust (MTOAT) is to focus on delivering a high quality of education in a small number of academies. This strategy enables the MTOAT leadership team to place the maximum possible focus on each academy as it joins the MAT and is, we believe, particularly well-suited to helping struggling schools to address the issues they face.

GENERAL RESPONSIBILITIES

Taking appropriate responsibility for one's own health, safety and welfare and the health and safety of students, visitors and work colleagues in accordance with the requirements of legislation and locally-adopted policies; including taking responsibility for raising concerns with an appropriate manager. The performance of all the duties and responsibilities shown below will be under the reasonable direction of the Headteacher, or other Senior Manager if appropriate, who will be mindful of his/her duty to ensure that the employee has a reasonable workload and sufficient support to carry out the duties of the post.

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DUTIES AND RESPONSIBILITIES

Operational:

- To conduct independent, impartial careers advice and guidance interviews with students 1:1 or in small groups
- Support students to make informed and realistic decisions about future pathways
- Provide advice and support with CV's, UCAS, college and job/apprenticeship applications and interview techniques
- Maintain accurate, confidential records of all interviews
- To liaise with other members of staff to prioritise students needing targeted support (eg SEND, disadvantaged or those at risk of NEET)
- Attend Education, Health Care Plan meetings from Year 9 to Year 13 with SENCO, students and parent/carers.
- To keep up-to-date with labour market information, legislation, professional and academic developments
- Co-ordinate, deliver and support the provision of careers information
- Establish and develop links with Employers, FE colleges, apprenticeship providers and universities
- Manage links and statutory requirements with the LA and other external organisations
- Provide support on Parents Evening, Options Evening and Exam Results Days for staff, students and parents/carers
- Contribute to the organisation of Employer engagement activities
- Represent the school at local careers networks and partnership meetings
- Ensure that the school website, social media and VLE information pertaining to careers is up-to-date and accurate
- Support the delivery of the school's Careers Education, Information, Advice and Guidance programme (CEIAG)
- Review and evaluate CEIAG
- Accompany students on external careers visits

General:

- Comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection
- Be aware of and support diversity and ensure equal opportunities for all
- Contribute to the overall ethos/work aims of the school
- Establish and maintain good relationships with students, parents/carers, colleagues, suppliers and contractors
- Understand and implement the school's behaviour policy and code of conduct
- Ensure that all administrative duties, checks, documentation, report and returns (internal and external) are completed accurately and submitted within required deadlines

Notes

The role interacts with children, parents, senior leaders, other members of staff and other organisations.

Whilst every effort has been made to explain the accountabilities of this post, each individual task undertaken may not be identified. These accountabilities are in addition to that of a member of the associate staff.

This job description is current, but following consultation with the applicant, may be changed by the Headteacher to reflect or anticipate changes in the job which are commensurate with the salary and job title.

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PERSON SPECIFICATION	Essential/Desirable
Qualifications	
Achieved or working towards Level 6 Diploma in Careers Guidance and Development (or equivalent recognised qualification)	E
Good general education (minimum GCSE English & Maths Grade 4/C or above)	E
Experience	
Experience providing 1:1 and group guidance to students aged 14–19	E
Proven record of improving student outcomes or destination data	E
Experience using LMI and digital careers tools in guidance delivery	E
Experience working in a school or college setting	D
Experience supporting SEND or disadvantaged learners	D
Experience coordinating employer links or work experience	D
Knowledge and understanding	
Excellent understanding of post-16 and post-18 education, training, and employment routes (academic, vocational, apprenticeships, T Levels)	E
Understanding of the Gatsby Benchmarks and statutory guidance for schools	E
Knowledge of safeguarding, GDPR, and equality legislation	E
Understanding of qualifications and examinations	E
Extensive knowledge of relevant policies, procedures, codes of practice and awareness of relevant legislation	E
Familiarity with Unifrog, Compass+ or similar	D
Skills and abilities	
Strong interpersonal and listening skills with the ability to build rapport quickly	E
Excellent verbal and written communication	E
Confident use of ICT (Microsoft Office, databases, online tools)	E
Organised and able to manage time independently	E
Analytical approach to data and outcomes	E
Public speaking and workshop facilitation skills	D
Ability to prepare reports for governors, SLT & Local Authority	D
Work-related personal qualities	
Professional, impartial, and student-centred	E
Approachable, empathetic, non-judgemental and supportive	E
Reliable, discreet, and well organised	E
Commitment to equality, inclusion, and continuous improvement	E
Creative and proactive approach to promoting careers guidance	E
Other work-related requirements	
Ability to improve own practice/knowledge through self-evaluation, learning and CPD	E
Required occasionally to work varied hours, including during school holidays	E

Whilst every endeavour has been made to outline the main duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. This job description is not a definitive list of responsibilities but identifies the key components of the role. The post holder will, therefore, be required to undertake other reasonable duties commensurate with the purpose and salary level of this post.

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THE HOURS + SALARY

Permanent, full-time and part-time options available /Term Time only + 5 days

Flexible hours are available and will be discussed at interview

This role is a Grade 9, Point 23 – 26, £17.85-£19.32 per hour depending on experience

Annual salary will be payable in twelve equal instalments (monthly).

Pension Details

Please visit www.lgps.org.uk and www.oxfordshire.gov.uk/pensions for details of our Local Government Pension scheme.

Terms & Conditions

The Merchant Taylors' Oxfordshire Academy Trust employs support staff on the conditions or service contained in the National Joint Council for Local Government Services National Agreement on Pay and Conditions of Service (Green Book), the provisions of which allow for a 26-week probationary period for new employees. This can be found through <http://www.oxfordshire.gov.uk/cms/content/schools-conditions-employment-green-book> . <http://schools.oxfordshire.gov.uk/cms/content/contracts-staff>

General Points

You will be able to contribute to the Local Government Superannuation Scheme.

Applicants should be aware that the School operates a non-smoking policy.

We are committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All successful candidates will be subject to a Disclosure and Barring Service Check (previously named as a CRB check) along with other relevant employment checks. Any offer of employment is subject to satisfactory medical, references and DBS clearance and also The Asylum and Immigration Act ID checks.

To Apply

Application forms can be found on the school website www.wallingfordschool.com or email recruit@wallingfordschool.com for further information

We look forward to your application.

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