WIRRAL GRAMMAR SCHOOL FOR BOYS

CAREERS ADVISER L6

Or

CAREERS LEADER

(Aspiring Careers Adviser)

Required ASAP

Salary Dependent on Qualifications – FTE £29,541 - £35,570

Part Time – 20 hours per week

LETTER OF INTRODUCTION

Dear Applicant,

Thank you for your interest in the part-time position of Careers Adviser or Careers Leader (aspiring Adviser) at Wirral Grammar School for Boys. We are looking for an enthusiastic, committed and organised individual who is a team player, enjoys working within a busy environment where no two days are the same and has a flexible approach to working arrangements.

The information contained in this pack will help you to not only understand the post which is being advertised but also give you a sense of life at Wirral Grammar School for Boys. There are over 1100 students on site. Our planned admission number increased from 155 to 170 in Year 7 in September 2024, and we recruit students into the Sixth Form, WGS6 from other local schools and further afield. Since September 2026 we accept both male and female students into our Sixth Form, having successfully introduced co-ed teaching this year.

Our students achieve excellent examination results. In 2026 at A level, 25% of all grades were A- A and 75% at A*- C. In GCSEs, 55% of the grades were 9-7 and 97% of all grades were 9 - 4. However, an education at WGSB / WGS6 is focused upon much more than that. We believe that by offering a variety of experiences and seeing participation rates in extra-curricular activities regularly top 90% in each year group, our students find a place where they feel that they belong. Happy, healthy students thrive and achieve great outcomes.*

This is true for our staff too. We have put in a huge amount of effort over the past couple of years to remodel teaching and support staff structures and ways of working. Staff wellbeing is at the very centre of our planning and we are constantly looking at ways to reduce unnecessary workload; our staff love working here.

If you are interested in this position, it is important that you share our school values and the vision of providing the best quality education for bright young people across the Wirral, regardless of their background.

Should you require any further information, please do not hesitate to contact me at school on 0151 644 0908 or by email to Anna Groves (recruitment@wirralgrammarboys.com).

Yours faithfully



Simon Ascroft
Headteacher

CAREERS ADVISER (LEVEL 6)

Current Careers Leaders who are willing to undertake Level 6 Careers Adviser training are also encouraged to apply.

Required ASAP

Salary: Grade 5, SCP 12 - Grade 7, SCP 23 - dependent on qualifications

FTE Salary: £29,541 - £35,570

Actual Salary: £14,283 - £17,198 Per Annum

Hours: 20 hours per week.

Contract type: Permanent Part Time – 39 weeks per year (term time plus 1 week)

Responsible to: Assistant Headteacher/Head of WGS6 & Careers Manager

Job Purpose

To contribute to the development, coordination and delivery of a high-quality whole-school careers education, information, advice and guidance programme. The postholder will provide impartial careers guidance, support students with progression and transition planning, and help ensure that our careers provision is inclusive, well organised, informed by labour market information and aligned with the Gatsby Benchmarks and relevant statutory requirements.

The role is suitable for a qualified Level 6 Careers Adviser or an experienced Careers Leader who is willing to undertake training towards the Level 6 Careers Adviser qualification.

Key Responsibilities

Careers Guidance and Student Support

- Deliver impartial one-to-one careers guidance interviews for students across Key Stages 4 and 5, tailored to individual needs, interests and aspirations.
- Provide group guidance, workshops and presentations on progression routes, further and higher education, apprenticeships, technical and vocational pathways, and employment.
- Responsible for a cohort of apprenticeship applicants, providing bespoke support with apprenticeship research and applications, under the guidance of the Careers and Progression Manager.
- Support students with Post-16 and Post-18 transition planning, including options, applications and next steps.
- Provide progression support at key points in the school year, including GCSE and A-level results periods where required; including attendance at results' days.
- Ensure that students who are vulnerable, have SEND, or are at risk of becoming NEET receive appropriate and timely careers support and interventions.
- Maintain high expectations for every student and promote ambitious, realistic and inclusive progression pathways.

Whole-School Careers Programme and Compliance

- Contribute to the planning, delivery, evaluation and continuous development of the whole-school CEIAG programme.
- Support the school in meeting the Gatsby Benchmarks and relevant statutory careers requirements.
- Help coordinate the careers calendar and contribute to careers events, assemblies, parents' evenings, open evenings and other school activities.
- Support work experience and employer engagement activities, with particular attention to access and inclusion for vulnerable students.
- Promote careers education across the curriculum and support colleagues in understanding their contribution to CEIAG.
- Contribute to the review and self-evaluation of careers provision and identify priorities for improvement.

Partnerships and Stakeholder Engagement

- Develop and maintain effective relationships with employers, further and higher education providers, apprenticeship and training providers, Local Authority services and other careers professionals.
- Engage students, parents and carers, staff and governors in the school's careers programme.
- Work collaboratively with the Sixth Form team to support higher education, apprenticeship and employment applications.
- Use alumni and external partners to broaden students' awareness of careers and progression opportunities.
- Represent and promote the school's careers provision positively with internal and external stakeholders.

Information, Data and Administration

- Maintain accurate and confidential records of guidance interviews, interventions, activities, action plans and student engagement.
- Contribute towards the maintenance and analysis of intended destination and actual destination data, and report findings as required.
- Use student data to identify need, evaluate impact and inform careers planning and targeted intervention.
- Use current labour market information to support guidance, curriculum links and careers communications.
- Operate relevant digital and careers platforms, databases and school information systems, contributing towards social media platforms as relevant.
- Support the maintenance of careers information on the school website and ensure published information is current and accessible.
- Provide reports and updates to the Careers and Progression Manager, Leadership Team and governors as required.

Professional and Wider School Responsibilities

- Work in accordance with the CDI Code of Ethics and relevant professional standards.

- Participate in continuing professional development and maintain up-to-date knowledge of progression routes, qualifications, apprenticeships, labour market developments and careers policy.
- Comply with school policies and procedures relating to safeguarding, child protection, health and safety, confidentiality, data protection and equality.
- Promote equality, diversity and inclusion and ensure that all students have fair access to information, guidance and opportunities.
- Contribute to the wider ethos, aims and life of the school.
- Undertake other duties that are commensurate with the grade and general scope of the post, as reasonably directed.

Person Specification

Qualifications and Training

- Level 6 qualification in Careers Guidance (or willing to work towards)
- Evidence of relevant continuing professional development
- Safeguarding training (or willingness to undertake)

Experience

- Experience of working with careers education in a school or youth setting
- Evidence of contributing towards careers programmes aligned to Gatsby Benchmarks
- Experience of working with employers, FE/HE and apprenticeship providers
- Experience supporting vulnerable and SEND students is desirable

Skills and Knowledge

- Knowledge of the Gatsby Benchmarks and statutory CEIAG requirements
- Ability to plan, deliver, and evaluate high-quality guidance and activities
- Excellent interpersonal and communication skills, both written and verbal
- Proficient in using labour market information and digital tools
- Understanding of safeguarding and child protection in a school context
- Ability to analyse data and use it to inform practice and reporting

Personal Qualities

- Organised, proactive, and able to prioritise workload effectively
- Commitment to promoting equality, diversity and inclusion
- High expectations for all students' futures
- Ability to work independently and as part of a team
- Resilient, adaptable, and solution-focused

Ethos

Promoting the ethos of the School, as expressed in the mission and vision statements, is a shared responsibility to which all staff make a significant contribution.

Safeguarding Children

Wirral Grammar School for Boys is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be required to complete all appropriate pre-employment and safeguarding checks.

Wirral Grammar School for Boys is committed to creating a diverse workforce and to providing equality of opportunity. Applications are welcomed from suitably qualified candidates from all backgrounds.

Notes

This job description is intended to describe the main duties and level of responsibility associated with the post. It is not exhaustive and may be reviewed and amended, following consultation, to meet the changing needs of the school. Any additional duties will be appropriate to the nature, grade and level of responsibility of the role.

What we are able to offer

- A high level of professional support with access to training where required and induction at both Department and School levels.
- A well-resourced Department.
- Students who are highly motivated and want to achieve.
- An in-house CPD programme that encourages professional development.
- An ICT rich environment.
- Wellbeing focus and supportive Leadership.

Application process

The closing date is Monday 2nd November 2026 at 9am, with interviews taking place early the following week.

In your application you should include the following:

- Completed Application Form
- A letter of application (of no more than 2 sides of A4) in which you address the following:
    - Why you'd like to be a Careers Adviser / Careers Leader (aspiring Adviser) at Wirral Grammar School for Boys
    - What experience you'd bring to this role
    - What your priorities would be if successful
- Recruitment Monitoring form

Successful shortlisted candidates will be invited to interview, however, if you have not heard from us within one week of the closing date, please assume that this particular application has been unsuccessful.

Feedback is always offered to candidates who attend for interview but who are not appointed. **We regret that we are unable to give feedback where applicants are not shortlisted to attend for interview; this is due to the large number of applications that we receive.**

Applications ***together with all supporting documentation (as indicated in the application process above) should be emailed to*** recruitment@wirralgrammarboys.com

LIFE AT WGSB

WGSB is an oversubscribed boy's grammar school of more than 1000 students aged 11 to 18, including sixth form of over 260. We are one of 163 selective Grammar schools in England. We are a stand-alone academy. Increasingly we are seeing external applicants (male and female) join WGS6 which is further energising our student body. In 2021 we celebrated the school's 90th anniversary.

We are very much a community-centred and inclusive school. The socio-economic mix of our school is not typical of other grammar schools and as such we believe that academically minded and talented students, regardless of their background or needs, should have equal opportunities to benefit from a grammar school education.

Our school moto is ***'Sapientia Ianua Vitae'*** or **'**Wisdom is the Gateway to Life'.

At the end of our 90th year the school body worked to re-draft our values statement. Many values have remained the same, but we move with the times and these better reflect the WGSB of 2023.

- **A culture of care and compassion that has at its centre the wellbeing of all within the community.**
- **A school that offers a breadth and variety of opportunities and experiences to all students.**
- **An environment where all students aspire to meet or better their personal best every day.**
- **A population of unity where commonalities are celebrated and difference is valued and nurtured.**

At WGSB our combination of core values, educational excellence and caring, committed staff provides an enriching environment in which to learn. We have offered a distinct education on the Cross Lane site since 1931 and will continue to do so.

A good school gets the fundamentals right by building high standards across all aspects of school life and embedding and sustaining these standards within the habits and routines of its daily life… but we don't want to just be good, we want to be great for our students and our community.

In other words, our aim is in inspiring, challenging, and ***supporting students to belong***, to fulfil their potential, and to do good and right things as happy, creative, and motivated young people.

We constantly review the curriculum on offer to our students, and we work hard to ensure that teaching is of the highest quality and learning is both interesting and fulfilling. But this is only part of the education that is on offer. Our co-curricular programme offers genuine enrichment inside and beyond the classroom. You may have heard the adage 'Work hard, play hard'. That is what we expect – students who want to achieve but who also are prepared to commit to school beyond the classroom.

Sport (rugby, hockey, cricket, basketball, table tennis, athletics, handball) music (rock band, samba band, pop choir, multiple ensembles), theatre, art, textiles, D of E Award, chess, board games, creative writing, charity work… the list goes on. Thanks to the commitment of our incredible staff, what is on offer here at a state school is remarkable, providing that all-round education that we want our students to have access to.

Because, for us it is important that the students mature into confident young adults, equipped with the qualifications and skills that they will need to make their next, successful steps in life.

STAFF WELLBEING

The wellbeing of staff is central to the approach taken by Governors and the Leadership Team at WGSB. We have an excellent sense of community within our whole staff, who work very hard as a team to support one another in their endeavours.

WGSB is a supportive institution with exceptional rates of staff retention. Very few staff move on each year, and these are largely due to opportunities for promotion or staff retirement.

Below are examples of some of the systems we have developed to help maintain a happy and positive staff.

- Deadlines well publicised and staff are fully consulted on the academic calendar
- Reduced data collections and reporting
- Student Enrichment and Staff Wellbeing Lead in place
- Governors that meet regularly with staff to gather feedback, both monitoring and responding to staff needs.
- Greater PPA time than national recommendations (teachers only)
- PPA from home once a week (teachers only)
- A flexible and generous approach to family appointments and child events (including Family Flexi Day)
- Staff cake baking events
- Complimentary fruit on Monday mornings
- Daily toast
- Whole-year Wellbeing support programme
- Opportunities for professional development always considered
- Considerate approach to lesson observations, drop-ins and Watching Others
- Headteacher 'Open Door' policy
- Staff Social Events

We hope you can join us!