

Weatherhead High School

A high performing academy providing excellence for all

An 11 – 18 Girls' Comprehensive School
NOR 1640, including 370 in a mixed Sixth Form
Headteacher: Miss A Whelan, BA Hons, MSc, NPQH



Required: June 2021

Careers Manager

An exciting opportunity has arisen to join our World Class School as a Careers Manager to cover a maternity leave for one year. This crucial role working with our students ensures they reach their full potential in school and supports them in preparing for their journey beyond Weatherhead. Working closely with the Assistant Headteacher (Achievement) we are seeking to appoint an enthusiastic professional to lead and manage on all aspects of Careers Guidance and Education, which is a real strength of our school.

For more information on careers at Weatherhead visit the dedicated page on our website:

<https://weatherheadhigh.co.uk/enrichment/careers/>

Weatherhead High School is an extremely successful and popular school. We are oversubscribed on intake with an average number of 260 students in each year group. We are accredited with 'World Class Schools' status giving us recognition that we have moved beyond our 'Outstanding' Ofsted status. We were the first school in Wirral and Merseyside to have been awarded this quality mark.

The role:

- To be responsible for the development and delivery of the package of Careers and Higher education information, advice and guidance suitable for each Key Stage
- To conduct Careers/Future Guidance interviews with KS4 and KS5 students and for LAC and SEND students
- To be responsible for the upkeep of the Future Destinations database
- To support Sixth Form students with their UCAS applications and personal statements.

Skills and knowledge: The successful candidate should possess:

- A degree or equivalent qualification
- Further professional qualification
- Experience of working within a school or college environment
- Excellent communication skills and the ability to work within a team
- The ability to work under pressure, to deadlines and maintain accuracy and standards
- A commitment to the safeguarding of children and young people

In return we offer:

- Comprehensive training, support and CPD opportunities
- A wellbeing calendar of activities and events

Contract: 36 hours per week, Monday to Friday, 8.30 am – 4.45 pm, 41 working weeks. NJC points 19-24, salary £23,142 per annum (actual) within the range £23,142 to £26,040. Please note the successful candidate will be required to work during examination results week in the summer holidays.

For further information about the school and this opportunity, please visit our website <https://weatherheadhigh.co.uk/join-us/work-with-us/>. We would be pleased to answer any queries in advance of an application. A letter of application with the application form, including names and addresses of two referees, should be returned to the Headteacher, via email below. Please note we are only able to accept application forms downloaded from our website.

Closing Date: 3.00 pm Monday 19th April 2021

Weatherhead is committed to safeguarding the welfare of children and young people. An enhanced DBS will be required for this post. Weatherhead is an Equal Opportunities Employer and positively welcomes applications from all people regardless of their sex, creed, marital status, race, age, disability, sexual orientation or religious belief.

Email: schooloffice@weatherheadhigh.co.uk

Tel: 0151 631 4400

Fax: 0151 637 1805

Breck Road, Wallasey, CH44 3HS

