



# West Park

*'A caring school where we put pupils and their achievement first'*

West Road  
Spondon  
Derby  
DE21 7BT

**Head:** **Scott McGregor**  
**Tel:** (01332) 662337  
**Fax:** (01332) 280767  
**email:** info@westpark.derby.sch.uk

---

## Vacancy

### Careers Advisor

**Part Time, Term Time, Permanent**

**Working Monday, Tuesday & Wednesday 8.00 a.m. – 4.00 p.m. 22.5 hrs per week**

**NJC Scale 18-22 FTE £ 29,269 - £31,364, actual salary £15,088 - £16,167 (Pay award Pending)**

A fantastic opportunity has arisen to join the Careers team at West Park School.

West Park is an 11 – 16 school based in Spondon with over 1450 pupils currently on roll. The school prides itself on exceptional pupil achievement, dynamic teaching and learning and excellent behaviour and engagement. We have a committed and talented staff team who work cohesively to get the best for all of our pupils, whatever challenges they may face. The pupils themselves are focussed, polite, positive and determined to take full advantage of the range of opportunities provided to them.

West Park is a single academy trust that has the autonomy to make the best decisions for their staff and pupils. We are looking to appoint someone who:

- ❖ Would enjoy being part of a big school family that is at the centre of its community and supports stakeholders with its own eco-shop, community events and parent workshops
- ❖ Would thrive with the support of a unique well-being offer with an annual gift of time day, creative approaches to staff development, imaginative CPD opportunities and staff support services on site
- ❖ Could be the newest addition to a well-established staff team contributing to our calm and purposeful environment which allows staff to teach and support and pupils to flourish and achieve

As a member of the professional associate staff for West Park School, the successful candidate will be responsible for providing Careers Education, Information and Guidance to pupils in year groups 7 to 11. The post holder will also be required to support the careers leader and other support teams to meet the school's priorities and services. All post-holders at West Park School are expected to work at their designated level to support the implementation of all school policies and procedures to achieve the school's key targets. These targets are reviewed annually and adapted to meet the needs of our pupils. All professional support staff must work in a way that encourages a positive work environment that is solution-focused and proactive.

This specific role requires a person willing to be adaptable and multitask in response to the needs of the careers department, our pupils, and staff. The post holder will be a vital team member in the school and work positively and proactively. They will collaborate with a range of staff across the school in the discharge of their duties and will at all times work within and contribute to the school's legal, regulatory and policy frameworks in the remit of careers advice, guidance, and education.

The successful candidate will have a Level 6 qualification in career guidance.

**The school is committed to safeguarding and promoting the welfare of children and young people and this position is subject to an Enhanced Disclosure check under the Rehabilitation of Offenders Act 1974.**

Further information about the post and an application form (Support Staff Form) is available on the school's website at: <https://www.westpark.derby.sch.uk/information/school/vacancies.php>

**Applications will only be accepted using our application form** and should be submitted online via our school website together with a supporting letter explaining why you are suitable for this position and how you meet our person specification.

If you need any further information regarding these posts please do not hesitate to contact Daniel Pikett, our Careers Leader, via the school website or by contacting the school on 01332 662337.

**Closing date for applications: 9.00 a.m. on Monday 15<sup>th</sup> April 2024.**

**Start date: ASAP**