

CAREERS ADVISER, TIFFIN SCHOOL PART TIME 4 DAYS A WEEK

TO START September 2022

SALARY: £20,287 – £26,618 pro rata dependent on experience (£28,470 - £37,353 FTE)

Part Time – 4 days a week term time + 1 week in the summer

Due to the expansion of careers work at Tiffin School, we are looking to appoint a part-time Careers Adviser to work alongside the Head of Careers, herself a Careers Adviser. The new Careers Adviser will be an essential coach, guide and support to our students. Individual discussions with students will be a large part of the role, but the post-holder will contribute to the delivery and development of our entire careers programme. It is a job to grow within and from which to get great satisfaction.

Tiffin school is a selective state school with high academic achievement. Although most students go on to study at high ranking universities we ensure that they learn about all of their options, including apprenticeships and school leaver programmes, and a wide range of courses and places to study.

You must have achieved or be working towards: Master's/Postgraduate diploma in career guidance/development/management, incorporating the Qualification in Career Development (QCD) or Qualification in Career Guidance (QCG); or Level 6 Diploma in Career Guidance and Development; or equivalent Level 6+ qualification, approved by the CDI for practitioners.

The suitable candidate will have the ability to coach and guide students to explore and learn more about themselves, about the world of work and to navigate their way through it. We are looking for applicants who have great interpersonal and communication skills, lead thoughtful and enlightening careers discussions and who are keen to contribute to the careers programme. They will work closely with the Head of Careers and the sixth form team, as well as connecting with other staff, alumni, universities and employers.

This role is part-time. We are looking for someone who could ideally work four days a week during term-time, plus one week in the summer holiday. For the right candidate three and a half days will be considered.

Tiffin School is a boys' selective state school with a mixed Sixth Form. It has a vibrant and friendly staff, with a diverse mix of teachers and support staff. The location is close to Kingston town centre, with excellent public transport links to Central London. We are close to Richmond and Bushy Parks, and the Surrey countryside. **Benefits include:** season ticket loan/Cycle to Work scheme/salary advance scheme for a rental deposit/free on-site parking /enhanced maternity benefits/two week Autumn half term break and Local Government Pension Scheme. For a good feel of the School, please look at the Head's Newsletters on the website.

Please see our website for the Recruitment Brochure, the Person Specification, Job Description and application form. Only fully completed application forms received by the stated deadline for applications will be accepted as valid applications.

Start Date: September 2022

Closing Date: noon on 27 June 2022 **E-mail Vacancies@tiffin.kingston.sch.uk**