



THORNLEIGH SALESIAN COLLEGE
JOB VACANCY PACK

Careers Advisor

Sharples Park, Bolton BL1 6PQ
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www.thornleigh.bolton.sch.uk



MISSION STATEMENT

THORNLEIGH SALESIAN COLLEGE IS A COMMUNITY ROOTED IN FAITH IN JESUS, WHERE ALL ARE VALUED, LOVED AND CHERISHED SO THEY CAN ASPIRE FOR ACADEMIC EXCELLENCE IN AN ATMOSPHERE OF COMPASSION AND FORGIVENESS WHICH SEEKS TO REACH OUT IN SERVICE AND GRATITUDE.



Thornleigh Salesian College

THANK YOU FOR YOUR INTEREST IN JOINING THORNLEIGH SALESIAN COLLEGE.

This is an exciting opportunity to become part of our thriving and successful 11-18 Roman Catholic School.

Guided by the Salesian ethos of Don Bosco, we are a community that values every individual, fostering an environment of kindness, respect and ambition. Our shared mission is to inspire and support every young person to achieve their full potential.

As a highly regarded and oversubscribed school in both the local community and the Diocese of Salford, we are proud to deliver excellence in all that we do. Ofsted has praised our school as a place where students feel safe, supported and inspired. They highlighted that:

“Pupils and students in the Sixth Form benefit from high quality pastoral care. They enjoy positive relationships with staff. The school is a calm place. Pupils work purposefully. Behaviour is well managed by staff.”

Relationships are at the heart of everything we do at Thornleigh. Students and staff alike benefit from a strong sense of community and shared purpose.

Our students frequently tell us that ‘the best thing about their school is their teachers’ and we are committed to ensuring that staff feel equally valued and supported.

We believe in investing in our staff. From excellent professional development opportunities to a strong focus on staff well-being, we are dedicated to helping you thrive in your career. At Thornleigh Salesian College, you will find a supportive, ambitious and caring environment where you can make a real difference to the lives of young people.

If you are passionate about education, driven to make a difference and excited by the opportunity to join a school with a clear mission and strong sense of community, we would love to hear from you.

Please don't hesitate to get in touch if you have any questions or would like to discuss this opportunity further.

We look forward to welcoming you to our school.

Mike Fitzsimons
Headteacher



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PUPILS CLEARLY
DISPLAY THE
SALESIAN VALUES.

OFSTED 2024



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PASTORAL CARE IS
AT THE HEART OF
THE SCHOOL MISSION.

CATHOLIC SCHOOL INSPECTION 2024

SCHOOL POLICIES AND IMPORTANT READING

Please scan the QR Codes below:



SAFEGUARDING &
CHILD PROTECTION
POLICY



KEEPING CHILDREN
SAFE IN EDUCATION



Job Vacancy

Careers Advisor

Grade F SPC 17-23 (31,022-34,434). This salary will be pro rata'd

Permanent

20 hours per week

Term time + 5 days

The Governors of Thornleigh Salesian College are seeking to appoint a Careers Advisor to join our team to work with students throughout the school to provide individual support, information, advice and guidance based on their learning and aspirational need.

We can offer:

- The opportunity of working in a well-resourced, innovative and supportive team
- Excellent professional development opportunities
- A supportive and generous well-being offer

Closing Date: 9am Wednesday 24th June 2026

Interview Date: TBC

Application packs can be downloaded from the school website www.thornleigh.bolton.sch.uk

Please send completed application forms to hr@thornleigh.bolton.sch.uk

This school 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 applicant will be required to complete an enhanced DBS check.

We ask that you accept, in the interests of economy, if you have not heard from us within 3 weeks of the closing date, that you have been unsuccessful on this occasion.

In accordance with Keeping Children Safe in Education 2025, an online search will be completed on all shortlisted applicants prior to interview. Any relevant information will be discussed further with the applicant during the interview process.

Job Description

Department	THORNLEIGH SALESIAN COLLEGE
Job Title	CAREERS EDUCATION ADVISOR
Grade	GRADE F
Primary Purpose of the Job	To work with students throughout the school to provide individual support, information, advice and guidance based on their learning and aspirational needs.
Responsible to	Assistant Head teacher with CEIAG responsibilities
Principal Responsibilities	<p>To work with the Careers Coordinator and Careers Lead to:</p> <p>Develop and maintain a careers pathway from Year 7 to Year 13, ensuring every student has a progressive programme of careers education, guidance interviews, employer encounters and destination planning. This should include personalised pathways for SEND, PP, CLA and other vulnerable learners.</p> <p>Track and monitor participation, aspirations and destinations of discrete groups, reporting termly on engagement with careers activities, guidance interviews, encounters and progression outcomes to identify and address any gaps.</p> <p>To collect and provide detailed reporting to senior leaders on student destination information at the end of Year 11 and Sixth Form.</p> <p>Maintain a vulnerable learner and NEET risk tracker, including targeted interventions, action plans and escalation procedures for students at risk of becoming NEET. Monitor destination suitability and progression against prior attainment to ensure students move on to the right destination, at the right level, at the right time</p> <p>Ensures own continuing professional development of themselves and others to secure high standards of careers teaching, learning and guidance.</p> <p>To keep up to date with statutory and advisory CEIAG standards and ensure own practice is compliant and relevant.</p> <p>To organise events to promote careers in school to raise aspiration and provide a range of opportunities for young people to have information and experience of different career routes and higher education options.</p> <p>To collaborate with Partner schools to organise joint careers and enterprise events, staff development activities, CPD programmes and achieving accredited IAG awards.</p>
MAIN DUTIES	
Support to Students	<ul style="list-style-type: none"> Ensuring quality careers education and guidance by using a variety of approaches, including face to face contact, to establish and maintain

	<p>relationships with young people including those facing disadvantage and barriers to progression</p> <ul style="list-style-type: none"> • To plan and conduct careers guidance interviews and produce action plans and set targets for individual students • Where necessary to provide intensive one to one support • To organise and deliver small group career guidance sessions • To assist students in their Key Stage 4 option choices. • Provide transitional guidance to SEND students without an SEN statement • Identify and have targeted interviews with potential NEET students • Working with parents / carers and students to give help on career pathways and options. • Hold drop-in sessions for students at agreed times i.e. lunch, break or after school. • To instruct and assist students on the use of specialist IT programmes / online systems to access careers information and guidance. • To advise and support individual students on A Level and GCSE results days. • Discuss Post 16 progression and assist Year 11 students using UCAS Progress when applying for places in further education or training places. • Developing and maintaining links with local schools in order to facilitate young people's transitions.
<p>Support to School</p>	<ul style="list-style-type: none"> • To liaise with senior leaders on appropriate policy, priorities and resources for developing careers education and guidance. • Keeping abreast of external changes and advising on how the school should respond. • To track destinations to inform data collection, analysis and reporting. • To oversee the destination reporting process in school • To liaise with IT staff to ensure students have access to relevant up to date specialist software package and online systems as appropriate • To support events such as KS4 Options Evenings, careers conventions, Enterprise days, Mock interviews, Parents' evenings, GCSE / A Level results days. • Developing and maintaining links with business and community partners. • Collaborate in the joint planning and organisation of career conventions involving Partner schools • To organise joint CPD programmes for staff in own and Partner schools relating to careers • To find any suitable IAG accredited awards and then plan how these could be successfully achieved in school. • To ensure that own professional CPD is kept up to date and relevant to the post, • To register and meet the requirements of any recognised professional bodies as applicable.
<p>Responsibilities</p>	<ul style="list-style-type: none"> • Be aware of and comply with policies and procedures relating to child protection, safeguarding, health and safety and security, confidentiality and data protection, reporting all concerns to an appropriate person • Contribute to the overall ethos/work/aims of the school • Appreciate and support the role of other professionals • Attend and participate in relevant meetings as required

Person Specification

Criteria	Essential	Desirable
Qualifications	Level 6 Qualification in Careers Guidance and Development (or willingness to work towards); GCSE English and Mathematics (Grade C/4 or above) or equivalent	Membership of a recognised professional body (e.g. CDI); Degree or equivalent qualification
Experience	Experience of providing careers information, advice and guidance to young people; Experience of conducting one-to-one guidance interviews and developing action plans; Experience of organising events, workshops or careers-related activities; Experience of collecting, analysing and reporting information and data	Experience within a secondary school or education setting; Experience of supporting vulnerable, disadvantaged or SEND students; Experience of working collaboratively with external agencies, employers or higher education providers; Experience of supporting accreditation or quality awards relating to CEIAG
Knowledge and Understanding	Knowledge of current CEIAG requirements and best practice; Understanding of post-16 and post-18 pathways; Understanding of safeguarding, confidentiality and data protection requirements; Awareness of barriers to progression faced by young people	Knowledge of Gatsby Benchmarks and CDI Framework; Knowledge of UCAS Progress and specialist careers software; Knowledge of local labour market information
Skills and Abilities	Ability to establish positive relationships with students, parents/carers and staff; Excellent communication and interpersonal skills; Ability to provide impartial guidance; Ability to plan and organise events; Ability to maintain accurate records and produce reports; Strong ICT skills; Ability to work independently and as part of a team; Ability to prioritise workload and meet deadlines	Ability to deliver staff training and CPD
Personal Qualities	Commitment to promoting high aspirations and positive outcomes for young people; Commitment to equality, diversity and inclusion; Professional, approachable and confidential manner; Flexible and proactive approach; Commitment to continuous professional development; Commitment to safeguarding and promoting the welfare of children and young people	

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task may not be identified. This job description details duties and responsibilities but does not indicate the amount of time to be spent carrying them out. No part of it may be so construed. In allocating time to the performance of duties and responsibilities, the post holder must use directed time in accordance with the school's policy as published in the Staff Handbook and having regard to the School Teachers' Pay and Conditions Document.