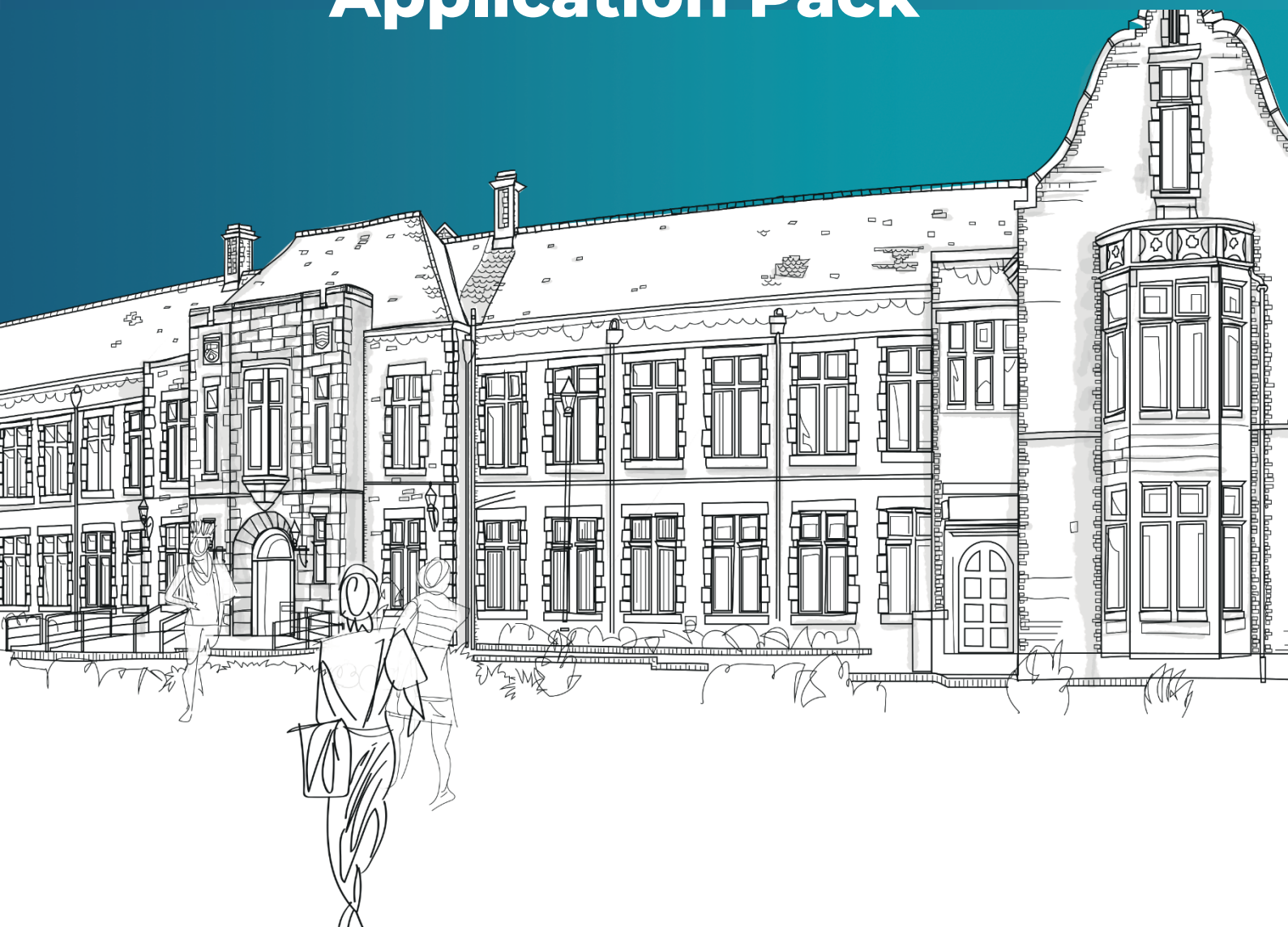


MONOUX SIXTH FORM COLLEGE

Guidance Adviser x2 Application Pack





WELCOME FROM THE PRINCIPAL



Monoux College is a Sixth Form College serving a diverse population of learners. It is situated in the North East London Borough of Waltham Forest. The College is located on a single 17.5-acre site in Walthamstow. The main building is set back from the road in landscaped grounds, surrounded by two playing fields. The College serves a wide catchment area and approximately half of its students live in the neighbouring London Boroughs of Newham, Haringey, Hackney, Enfield and Tower Hamlets. Access to Central London is good via tube, rail and bus links.

In its most recent OFSTED visit the college was graded as 'Outstanding' in Personal Development' and 'Good' in all other categories, with particular emphasis on the high-quality teaching and positive student behaviour at the college. Our students often make excellent progress from where they were at GCSE, and we are ambitious about where they go next. "Students feel safe in all areas of the college" (OFSTED, November 2024).

There are currently approximately 1900 students at the college, all of them on full-time courses. Over 85% of the students come from minority ethnic groups living in London. The College curriculum provision includes a variety of GCE A/AS level subjects, T Levels, BTEC Level 2 and Level 3 subjects. All subjects are encompassed within one of the six learning pathways.

Building on a partnership that we have with London Borough of Waltham Forest to provide Year 11 education for recently arrived young people, including asylum seekers new to the Borough, the college now directly recruits 14-16-year olds around an admissions policy that complements local school provision. Many of these young people progress into the sixth form college, at either Level 1, 2 or 3.

After a number of years without options to develop our facilities, in the last one to two years, as a result of student number growth and the introduction of T Levels, the college has opened new teaching spaces for digital, health and science, as well as refurbishing the theatre for performing arts and conferencing spaces. We are planning improvements this year to other aspects of the college's infrastructure: the staff room, bathrooms and wi-fi, for example.

The College currently employs approximately 230 staff, around 120 of which are support staff. We have increased the number of teaching staff in response to continued growth.

We have created a unique learning community, which enables our students to develop personal attributes and skills alongside their academic or vocational qualifications, to prepare them for higher education or employment. Our mission is: Learn with Skill, Feel Connected, Design Your Future. These phrases provide headings for the 3 aspects of the Monoux Student Framework, our portrait of a college graduate that outlines attributes we seek to develop.

I have been the Principal of Monoux College since 2016. I am proud that the college now meets significantly higher standards in everything it does. We believe that much more is within sight, for example, building the technical curriculum, achieving more in our A Level provision, increasing our competitiveness, securing more employer links, building better facilities for students and supporting our valued staff through their professional journey.

We are always seeking to discover more, always striving to connect more.

Dave Vasse
Principal

ABOUT THE ROLE

This is an exciting and varied role which is student facing and will involve responsibility for providing academic support and future destinations guidance to students across our different learning pathways. Guidance Advisers liaise with students, teachers, parents/guardians and stakeholders to ensure effective interventions that encourage personal growth, high aspiration and attainment. They support students with future destinations planning, whether this is university, apprenticeships or the world of work, developing the traits that will prepare and see them flourish in the next stages of their development. You will also deliver one to ones with your students and a range of student projects that take place at different times throughout the College day, including the running of study groups, organising and facilitating delivery from guest speakers, running clubs and societies, supporting with themed assemblies and other similar initiatives. You will also be responsible for meeting your students as part of their weekly tutorial, where the delivery of our guidance curriculum as well as one to ones and information sharing are a key priority.

We are looking for a candidate with a background in youth work, education, or a similar field – but primarily you should enjoy engaging with young people, encouraging high aspiration and providing support and guidance to reduce or remove barriers to success. In order to be successful, you should have great interpersonal skills, be highly organised and able to work both independently and within a wider team. This is a great role for someone seeking to pursue professional development and qualifications in careers guidance and is a crucial role in supporting our students to achieve their maximum.

Specific experience that directly relates to one of our learning pathways is desirable but not essential.

HOW TO APPLY

If you are seeking a highly rewarding position within a successful college and are passionate about enriching the lives of students, please visit our website: <https://www.sgmc.ac.uk/jobs/> to 'view' to the job role. If you are already on the college website, you can 'view' the job role and click on 'Attachment' to view the application pack.

After reading the application pack, if you would like to apply, please click on the link on the Jobs Page: 'Download Application Form' to access the application form (parts 1 & 2). Please email your completed application form (parts 1 & 2) to: recruitment@sgmc.ac.uk

Closing date for applications: Thursday, 11th December 2025 – 10am

Interview Date: W/C 15th December 2025

Start Date: ASAP

IMPORTANT INFORMATION

We have a strong commitment to safeguarding and promoting the welfare of children and young people and as such all staff and volunteers are expected to share this commitment. All appointments will be subject to an enhanced DBS clearance and pre-employment checks. Please be aware that if you are shortlisted for an interview, as part of our due diligence, we will carry out an online search.

Applicants are required to disclose any unspent convictions, cautions or warnings under the Rehabilitation of Offenders Act 1974. They are also required to disclose any adult cautions or spent convictions that are not 'protected' as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (amended 2013 and 2020).

The amendment to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance on which convictions and cautions are considered 'protected' can be found on the Ministry of Justice Gov.UK website: <https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974>

We do not accept CVs only for job applications.

We reserve the right to close a vacancy early if we receive sufficient applications which enable us to appoint a suitable candidate for the role. Therefore, if you are interested in this vacancy, we advise you to submit your application form (parts 1 & 2) as early as possible.

*We regret that we are unable to respond to every application. Therefore, if you do not hear from us within four weeks of the closing date, please assume your application has not been successful. **Previous applicants within the last six months need not apply.***

JOB DESCRIPTION

JOB TITLE:	Guidance Adviser
REPORTING TO:	Guidance Manager
SALARY:	Scale 6, £34,342 - £37,635 pro rata (inclusive of London Weighting) Actual salary (£29,638 - £32,479)
HOURS:	36 hours per week, Term time only

Job Purpose and Main Responsibilities

- To support college students through delivery of the college's Guidance Curriculum, working to provide comprehensive and equal access by all to the Guidance Curriculum.
- To contribute to the design of group activities/events and provide expertise in multiple areas of the Guidance Curriculum.
- To be responsive to the needs and concerns of students, including MHS.
- The impact and effectiveness of the role will be measurable through student achievement and student feedback.

Key Responsibilities:

- 1) Delivery of the college's Guidance Curriculum through a range of activities, as directed by line and senior managers, including:
 - i. 1-1 appointments
 - ii. Tutorials
 - iii. UCAS support
 - iv. Assemblies
 - v. Short courses
- 2) Effective planning of activities assigned to the role, including setting aside an agreed proportion of time for 1-1 appointments each week.
- 3) Supporting students in their application and preparation for post-college options, including university study.
- 4) Monitoring the progress of a proportion of college students, using reports generated centrally, in order to respond to patterns, concerns and opportunities, including in relation to diversity of student backgrounds and needs.

- 5) Supporting new students at the start of the year to raise awareness of guidance and its importance and to help students to understand why they may not have achieved their potential at school.

1. Accountability for:

- 1) Quality and timeliness of record-keeping (including of students' guidance logs).
- 2) Well-organised scheduling of activities (including 1-1 appointments) to ensure an effective and balanced use of time.

2. Commitment to:

- 1) Providing a supportive, empathetic and listening environment for young people.
- 2) Developing a comprehensive understanding of the concepts within the college's Guidance Curriculum (which may evolve over time).
- 3) Completion of professional accredited qualifications at levels 4 – 6, pertinent to the role and as endorsed by the college.
- 4) Establishing links with curriculum pathways in order to support students' motivation to study specific subjects and pursue careers beyond those subjects.
- 5) Developing links with employers and HE institutions who may be in a position to support our students
- 6) Productive liaison with other teams, in particular:
 - i. SEND/ALS
 - ii. HE Officers
 - iii. Safeguarding
 - iv. Monoux High School
- 7) Modelling the skills and competences within the Guidance Curriculum.
- 8) Assisting and advising students if they are in conflict with another member of the college community.

3. Participation in:

- 1) Evaluation of college guidance activities.
- 2) Team meetings and team training activities.
- 3) Interviewing and enrolment of prospective students.
- 4) College marketing events such as open days.

4. Management of:

- 1) College events relevant to guidance.
- 2) Agreed working spaces, including the general behaviour of students in those spaces.

Benefits:

- Support through Levels 4 to 6 approved accredited qualifications in guidance, development and careers (<https://business.open.ac.uk/professional-development/vocational-qualifications/career-guidance-and-development-level-6-diploma>)
- Guaranteed support for study towards approved accredited qualifications (up to 3 hours per week)
- Salary review on completion of Level 6 accredited qualification
- Flexibility to work from home in line with college policy

General Responsibilities:

- **SAFEGUARDING** - All staff are expected to safeguard and promote the welfare of students. All staff are also required to complete safeguarding training and attend further training as needed.
- **EQUAL OPPORTUNITIES** –We are committed to the equal opportunities for all. Staff are expected to act in accordance equal opportunities policy and practice.
- Support the aims and ethos of the college and promote and work in accordance with College policy and practice
- Carry out any other duties commensurate with the general responsibilities of the post.
- To undertake and/or support the delivery of any training or development as required by the College.

PERSON SPECIFICATION

	Essential/ Desirable	Assessed by: A = Application I = Interview
Experience & Qualification		
Degree level or equivalent.	D	A
Knowledge and Experience		
Working with young people to develop their skills	E	A/I
Providing support for individuals to facilitate learning and self-advocacy	D	I
Building links with stakeholders e.g. universities and employers to deliver enrichment and/or sponsorship opportunities	E	I
Organising events to inform young people and raise aspirations	D	A/I
Providing guidance and information to young people regarding next steps	E	A/I
Delivering workshops to individuals and groups	D	I
Skills		
Excellent communication skills, both verbal and written	E	I
Ability to use own initiative to solve problems	E	I
Working effectively under pressure	E	I
Good organisational skills and ability to manage multiple tasks and deadlines	E	I
Ability to work effectively as part of a team	E	I
Ability to influence	E	I
Knowledge and Understanding		
An understanding of young people, what inspires them and what they need to succeed	D	A/I
Knowledge of different guidance techniques to improve student achievement	D	A/I
An understanding of the issues around student safeguarding	E	I
Personal Attributes		
Friendly and approachable personality	E	I
Ability and initiative to find successful solutions to problems	E	I
Committed to equal opportunities and the success of students	E	I

STAFF DEVELOPMENT

Ensuring that our staff have opportunities to develop both personally and professionally is very important to us. This is why we run a variety of developmental activities and ensure that each member of staff is able to discuss and plan their development objectives with their line manager regularly.

We offer numerous internal and external training opportunities. These can be related to your role or focus specifically on stretching your personal skills and knowledge, in alignment with college objectives.

As an organisation that values creative thinking, your personal growth is just as likely to be a result of implementing new ideas, as it is from attending a course or conference.

You will be supported regardless of the stage in your career, from tailored programmes of support for new trainees, to substantial leadership development for managers. We also support staff in gaining professional qualifications to align with their job roles.



STAFF BENEFITS

- Competitive base salary
- Teachers' Pension Scheme – with a 28.68% employer contribution rate
- Local Government Pension Scheme – with a 15% employer contribution rate
- Ongoing professional development
- Enhanced Maternity / Paternity / Adoption leave schemes
- Free use of a range of sports and leisure facilities including on-site gym
- Discounted breakfast and lunch at our onsite cafeteria
- Discounted coffee at our onsite coffeeshop
- Blue Light discount scheme
- available for staff
- Staff EAP – with dedicated telephone counselling service
- Occupational Health Access
- Season ticket loans
- On-site free staff car park
- Cycle to Work scheme
- Staff wellbeing activities
- Discounted gym membership at Better Health Gym Group
- Free weekly exercise classes for all staff - including Yoga & Box Fit



CARE, SUPPORT AND WELLBEING

We ensure that not only do our students feel safe, confident, respected and valued, our staff do too. With an on-site HR department comprising of the Director of HR and 3 HR team members, their role is to ensure that staff are treated fairly and protected at work.

This year, work is being carried out to embed a new wellbeing policy and strategy, in line with whole college strategies. Members of the team are trained Mental Health First Aiders to ensure a mental health champion is on-site and available for all employees. The college also provides an Employee Assistance Programme, from which staff have access to counselling, financial advice, meditation, mindfulness tools, tips to manage stress, plus much more.

With an on-site gym and weekly exercise classes provided to staff at no extra charge, we strive to look after employee's mental and physical health. Working with an occupational health team, with support from Access to Work when required, our HR team can support our employees at work, make required reasonable adjustments when at work or when returning to work if they have been absent.

Monoux College has a range of HR policies to support a healthy work life balance, such as the flexible working and special leave policy, as well as a number of policies created to protect employees such as the Whistleblowing Policy and Bullying & Harassment Policy.

EQUALITY & DIVERSITY

At Monoux Sixth Form College, we are proud of the diversity of both our staff and students. We recognise that each individual has something unique and valuable to offer and strive to create a supportive environment where all staff and students can flourish and feel part of a community.

The College is committed to ensuring that no individual will be discriminated against. This includes, but is not limited to, the grounds of age, disability, race, gender, sexual orientation, marriage, pregnancy, religious belief or gender reassignment. All staff are expected to take responsibility in upholding this commitment.

GENDER PAY GAP REPORTING

The College has a firm commitment to ensuring that all staff are treated and rewarded fairly, irrespective of gender. We will report annually on our gender pay gaps, in line with specific information required under gender pay reporting legislation. Wherever possible, the College will take measures to eliminate or reduce any gender pay gaps.