



Devonport
High School
For Boys

"Everyone Succeeds"



Application Pack

Position: Careers Advice Officer



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Welcome

It gives me great pleasure to welcome you to Devonport High School for Boys. We are a happy and vibrant grammar school committed to providing a disciplined and caring environment where every young person can thrive.

Our vision is that 'Everyone Succeeds', and we strive to create a culture of high expectations where students achieve levels of excellence that reflect their full potential.

At Devonport High School for Boys, we are passionate about inspiring confidence, developing talents, and supporting individuals to enhance their skills and shape their future. We value every member of our community and are dedicated to fostering a sense of belonging for all. We recognise, respect, and value difference, and we work hard to remove any barriers to success.

We are committed to the professional development of our staff, ensuring that our policies and procedures benefit all employees. We believe that Devonport High School for Boys is a truly special place to work, where you will be supported to grow and make a real difference in the lives of our students.



I hope this recruitment pack provides you with a comprehensive overview of our school and the exciting opportunities available. I encourage you to consider joining our dedicated team.

Dan Roberts - Headteacher

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The relationships between all students and relationships with staff is a real strength of this school. There is a mutual respect, students feel that staff will go out of their way to support them in every way.

OFSTED 2023



Our Location

Devonport High School for Boys is located in Plymouth, Britain's Ocean City, a vibrant coastal city offering a unique blend of history, culture, and natural beauty.

Plymouth Sound, a designated National Marine Park, provides stunning coastal views and scenic waterfront walks, perfect for relaxation and recreation.

The city also offers easy access to the rugged landscapes of Dartmoor National Park, providing opportunities for outdoor adventures and exploration. This exceptional location enriches the school environment and provides a wealth of opportunities for students and staff alike.



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The students are extremely lucky to belong to this school and they know it, they value the importance of belonging here. The school develops boys and girls into exemplary young people. It is a wonderful community.

OFSTED 2023



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Our School

At Devonport High School for Boys, we believe that education has the power to transform lives.

Our goal is to create a stimulating and supportive environment where every student can thrive, regardless of their starting point. We balance expert teaching with the freedom for our staff to use their professional judgment, ensuring that lessons are both high-quality and engaging.

We know that every student is different, with their own strengths and interests. That's why we offer a broad and challenging curriculum, delivered in a way that encourages curiosity and independent thinking. Our approach helps students develop the skills they need to succeed in an ever-changing world.

Why work with us?

Work in an environment where core values drive a strong sense of community and purpose

INTELLECTUAL RIGOUR

Work with dedicated practitioners who are passionate about their subjects and committed to academic excellence.

LEADERSHIP

Enjoy a transparent career progression framework and in-house development opportunities for staff at all levels.
Be trusted as a professional to lead in the classroom, with the encouragement and support to pilot new ideas and shape our school's future.

COLLABORATION

Benefit from our established peer-to-peer coaching model, providing dedicated time to observe colleagues and engage in supportive, professional dialogue.
Work with 21st century teaching tools with a chromebook for every staff member and an excellent training program to support.

CONFIDENCE WITH HUMILITY

Thrive in a high-trust, low-blame culture where taking thoughtful risks is encouraged, and reflection is valued as a key part of professional growth.
Join a school where positive relationships are the bedrock of all we do, creating a supportive and welcoming environment for both students and staff.

RESILIENCE

Benefit from our established peer-to-peer coaching model, providing dedicated time to observe colleagues and engage in supportive, professional dialogue.
Work in a genuinely collaborative environment where departmental and pastoral teams share resources, planning, and best practice to lighten workload and improve outcomes for all.

CREATIVITY

Enjoy the curriculum freedom and encouragement to be innovative in your teaching, developing lessons that challenge, inspire, and foster entrepreneurial thinking.

At DHSB, teaching is built on trust, teamwork, and a commitment to excellence. We provide a supportive environment where teachers are valued, encouraged, and given the tools to make a real difference. If you're passionate about education and want to be part of a forward-thinking school, we'd love to hear from you.





Careers Advice Officer

Grade E SCP 15 - 20

Up to 37 hours per week Monday to Friday inclusive, 39 weeks per year

Salary £30,024 – £32,597 per annum (FTE). Actual pay will be prorated depending on hours worked and based on 44.654 weeks

For September 2026 we are seeking an enthusiastic and committed individual to provide 'meaningful careers guidance that helps young people to progress, empowers young people to plan and manage their own futures, responds to the needs of each individual young person, provides comprehensive information and advice, raises aspirations and actively promotes equality promotes equality of opportunity and challenges stereotypes'. (Extract from the DoE Statutory Guidance: Impartial Careers Education March 2010.)

EXPERIENCE, SKILLS & QUALIFICATIONS

- Applicants must hold a GCSE English and Mathematics grade C or higher, to access the apprenticeship qualification.
- Experience in supporting young people with special educational needs and autism would be beneficial.
- The Post holder must study Level 6 Diploma in Career Guidance and Advice within the position.
- The qualification is funded within the role.

If you would like an informal discussion about this role please contact Mikaela Blows, Head's PA, at mikaela.blows@dhsb.org.

Further details and the application form are available at www.dhsb.org/recruitment.

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The curriculum is ambitious, there are so many more subjects on offer than most schools, the students are very lucky. There is an importance on developing cultural capital for all young people through the arts, languages and the classics.

OFSTED 2023



Job Description

We are seeking an apprentice Careers Advisor, to provide careers advice to young people from years 7 to 13 within our group. You will be responsible, under the guidance of the Careers lead, for delivering careers information sessions for 1-2-1 student meetings. Devonport High School for Boys offers high quality inclusive education, therefore some of our learners require additional support for special educational needs. This position is also open to qualified Careers Advisors.

Main Objectives

- Provide meaningful careers guidance that helps young people to progress, empowers young people to plan and manage their own futures, responds to the needs of each individual young person, provides comprehensive information and advice, raises aspirations and actively promotes equality promotes equality of opportunity and challenges stereotypes'. (Extract from the DoE Statutory Guidance: Impartial Careers Education March 2010.)
- To interview students on a 1:1 basis or in small groups as appropriate to student's/school's needs and ensure students have a transition and action plan accordingly.
- To provide information, advice, guidance and signposting to specialist agencies about a range of issues, such as careers, education, employment and training, housing and money, including signposting within school to key areas of support.
- To research careers, options pathways, and support organisations to meet student needs.
- To run if required small group sessions or larger presentations on all aspects of careers guidance and topics related to personal development.
- To work with families and carers to access and facilitate the young person's wider support network.
- To assist with the completion of all statistical returns where applicable; write reports and complete statutory documentation related to the post.
- To aid the organisation and coordination of education and career pathway events to include for example, careers fairs.
- To liaise and support appropriate Careers policy, priorities, contribute to careers schemes of work and resources for developing careers education and guidance.
- To plan and contribute, where necessary and appropriate, to the delivery of careers education activities.
- To provide where appropriate, relevant training, guidance and support for school staff so that they are equipped to deliver quality careers programmes.
- To support the school's work experience placement programme.
- To keep up to date with labour market information, legislation, and professional and academic developments by visiting employers, training providers and training events run by educational and professional bodies and disseminate this information.

Experience, Skills and Qualifications

- Applicants must hold a GCSE English and Mathematics grade C or higher to access the apprenticeship qualification
- Experience in supporting young people with special educational needs and autism would be beneficial.

Requirements:

- The Post holder must study Level 6 Diploma in Career Guidance and Advice within the position unless they already hold the qualification. The qualification is funded within the role.



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How To Apply

To apply for the post please complete the application form and email it to Mikaela Blows, Headteachers PA, via mikaela.blows@dhsb.org by 9am Monday 27 July. Interviews will be held later that week.

The position will be subject to a satisfactory enhanced DBS check.

We are committed to safeguarding and promoting the welfare of children and young people and we expect all employees to share this commitment and undertake appropriate checks.

We also recognise, respect and value differences and understand that diversity is a strength.

[Link to more information and Equity, Diversity and Inclusion Strategy.](#)

CVs are not accepted. If you can meet the requirements of this role, we would love to hear from you. All applications should be made by completing the online application form and include evidence of how you meet the Experience, Skills and Qualifications requirements for the role and your experience in relation to the Main Objectives.

[Link to application form.](#)

We reserve the right to close the vacancy early if we receive a high volume of suitable applications.

