JOB DESCRIPTION
Senior School Teaching

Careers Librarian / Advisor

The Edinburgh Academy Senior School
42 Henderson Row
Edinburgh
EH3 5BL

Enquiries should be directed to the Rector’s PA at:
rectorsoffice@edinburghacademy.org.uk
0131 624 4911

Closing Date: Friday 29th May 2020 (9am)
Introduction to the Senior School

The Edinburgh Academy is an academically selective, independent, co-educational day school for pupils aged 2–18, with a reputation for being caring and friendly. The Edinburgh Academy aims to be forward looking and progressive but also greatly values its long held traditions.

The School has a strong reputation for individual attention and excellence in its pastoral care and co-curricular provision.

The School consists of a Senior School containing approximately 650 pupils and Junior School containing approximately 400 pupils, and we have a Nursery department of around 92 pupils. The School is a member of HMC.

About the School

The School was founded in 1824 and has been regarded as a leading educational establishment within the City of Edinburgh and across Scotland ever since. Original Directors included the leading literary names of their age such as Sir Walter Scott, Robert Louis Stevenson and James Clerk Maxwell were also pupils at the School.

The Senior School occupies a site in Henderson Row, less than a mile from Princes Street and at the northern limits of the Georgian ‘New Town’, of which it was designed to be a part.

The Library was built in 1900 and two wings were added in 1930. The central room (original Library) is now the main Fiction Library. It has two informal reading corners. The non-fiction collection is housed in the South wing. The Careers Library, reference books and the Edinburgh Academy Archive Collection is housed in the north wing of the Library. The Library has a collection of about 10,000 volumes, a selection of newspapers and periodicals and a suite of e-resources for pupil and staff use.

The Library is open from 8.30am to 4.30pm Monday to Friday and is staffed at all times.

The Edinburgh Academy Library uses the Softlink Alice computerised library system.

Further details about the School and its resources are given on the School website. www.edinburghacademy.org.uk.
Job Description & Person Specification

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<tr>
<th>Job Title</th>
<th>Careers Librarian / Advisor</th>
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<tbody>
<tr>
<td>Location</td>
<td>Careers Department / Library</td>
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<tr>
<td>Reporting to</td>
<td>Head of Careers Department and the Bursar</td>
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<tr>
<td>Hours</td>
<td>8:30am - 4:30pm</td>
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<tr>
<td>Availability</td>
<td>20th August 2020 (Term Time Only)</td>
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<tr>
<td>Closing Date</td>
<td>9am, Friday 29th May 2020</td>
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Post Description
To develop, enhance and deliver professional careers guidance to the school community and to manage and supervise the Careers Library, ensuring a welcoming, positive and nurturing environment for all.

Duties & Responsibilities
- To maintain and run the Careers Library, ensuring that all resources are kept up to date at all times.
- To source and thereafter keep all university entry requirement information updated.
- To attend Careers Days at universities as required.
- To be the key contact for all pupils seeking careers information.
- To be responsible for the planning and management of 6ths Careers Workshops which take place 4 times a year.
- To work with the wider Pupil Support team to identify pupils most in need of careers support and plan proactive interventions
- To be responsible for overseeing and co-ordinating the Curriculum Vitae (CV) and Mock Interview Programme for the 7ths.
- To organise university/college contacts to come in to the school for careers events and to telephone university admission tutors for updated information for pupils.
- To work with organisations such as SCIS, Morrisby, the Armed Services and any other relevant bodies and individuals
- To co-ordinate GAP information and contact speakers for Personal and Social Health Education (PSHE) classes.
- To keep up-to-date with developments in Further Education and apprenticeship opportunities and be responsible for advising pupils and helping with apprenticeship applications/CVs.
- To carry out careers interviews and write reports as requested by the Head of Careers
- To be the School Co-ordinator for the Open University YASS scheme.
- To co-ordinate work experience for pupils and forge effective links to make this possible.

Salary Details
Discussed at Interview.
Applications
Candidates should complete all sections of the enclosed application form. Applications can be submitted by email to the Rector’s Office.

Candidates are welcome, if they wish, to send a copy of their curriculum vitae and/or a covering letter explaining why they think they are particularly suited to the role. However, please note that this is optional and the shortlisting for interview will be based on the application form.

Further details are available from the Rector’s: 0131 624 4911 or rectorsoffice@edinburghacademy.org.uk.

Conditions of Employment
The appointment will be subject to satisfactory references, verification of identity and proof of qualifications, and (if necessary) to a satisfactory medical screening.

Child Protection
The Edinburgh Academy is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and at the enhanced PVG level.

Equal Opportunities
The School is an Equal Opportunities employer, and welcomes applications for this post from appropriately qualified persons regardless of age, disability, gender, race or sexual orientation.

Barry Welsh
Rector