TAME RIVER EDUCATIONAL TRUST

Careers Advisor and Social Media Manager

Great schools in which to learn, teach and belong.
Welcome to Tame River Educational Trust

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Dear Candidate,

Thank you for your interest in the post of Head of English with Tame River Educational Trust.
Tame River Educational Trust was established in 2022, with Tameside and Clarendon Sixth Form College as our sponsor. We grew from our desire to make a significant difference to the school days and life-chances of all our young people, including and especially young people who have fewer socio-economic or prior educational advantages.
Our mission is to establish great schools in which to learn, teach and belong. Schools which promote learning, develop character, value diversity and build cultural capital. By the age of 16 we aim for every student to progress to suitably challenging post-16 studies and apprenticeships.
Each of our schools is committed to academic rigour, a spirit of enquiry, talent and character development and providing our students with a significant educational dividend.
The Trust is currently comprised of three academies: Droylsden Academy, Hyde High School and Mossley Hollins High School.
As a Trust we do so much more, and we are growing! We are an ambitious Trust in which to study and work. All our members of staff, both teaching and support staff, are dedicated, committed professionals.
We recognise that our staff are our greatest asset and our Talent and HR strategy places people at the heart of our work.
If, after reading everything about us, this sounds like a Trust you would like to work for, we would very much welcome an application from you.

Phil Wilson
Chief Executive Officer

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An Introduction to our Trust Schools

Hyde High School
Headteacher
Ms G Arnold

Hyde High School is an 11-16 Co-Educational Academy in Tameside, Greater Manchester. The school serves over 1200 students, is heavily over-subscribed and has an impressive modern building. We provide an engaging and inspiring educational experience that instils in our students a lifelong love of learning and respect for themselves, our community and our environment. A place where warmth, high expectations and strong values are prevalent in everything we do. A learning environment where every student can thrive and belong. Our work is under-pinned by a clear set of values **Ready, Respectful and Safe.**

We are rooted in our community, and we celebrate the diversity and uniqueness of everyone. We know that a successful school depends on a strong partnership between school and home and this shared approach is key to the individual success and happiness of every student.

Mossley Hollins High School
Headteacher
Mrs A Din

Mossley Hollins High School is an 11-16 Co-Educational Academy in Tameside, Greater Manchester. The school is currently rated 'Good' by Ofsted and serves over 900 students. The school is heavily over-subscribed and has an impressive modern building. We are a happy, academically ambitious and inclusive school and we are passionate about learning. At the heart of everything we do are our deeply held values of manners, hard work and honesty.

We believe that success should be measured both by academic progress and achievement, and also by one's personal and social development and one's contribution to our community and to society.

Droylsden Academy
Headteacher
Mr E Mayell

Droylsden Academy is an 11-16 Co-Educational Academy in Tameside, Greater Manchester. The Academy is currently rated 'Good' by Ofsted and serves over 900 students. The school is heavily over-subscribed and has an impressive modern building. Our staff are driven by the belief that every child should go to a great school and we believe that every child can become a great learner through politeness, hard work and honesty.

We believe that success should be measured by both academic progress and by one's contribution to our community and wider society.

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Application Procedure

For a confidential discussion on current vacancies please contact the HR Team at hr@tret.org.uk

To apply for the role please complete the application form – available to download from our website and return it to hr@tret.org.uk

In compliance with Safer Recruitment Guidelines, CVs will not be accepted.

Advertised: 28th September 2026 **Closing date for Applications:** 2nd October 2026 at 9:00am

Interview Date: 14th October 2026

Shortlisted candidates will be contacted with details of the interview process. If you have not heard from us within 5 days of the closing date, please assume your application has been unsuccessful, on this occasion.

Safer Recruitment

The Tame River Educational Trust is an equal opportunities employer and welcomes applications from all sectors of the community. We are committed to protecting our students and staff and therefore have a rigorous recruitment process which includes assessing candidates' suitability to work with children. All staff will be required to hold an enhanced DBS Disclosure, with Children's Barred List Check.

Equal Opportunities

The Tame River Educational Trust believes that all individuals are of equal value and we are committed to equal opportunities for all. All people who work and study in our schools have the right to be respected and valued within a safe and secure environment and not to be discriminated against on the grounds of age, class, sex, race, disability, sexual orientation, religion or belief.

Tame River Educational Trust and all its schools are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

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Job description **The Tame River Educational Trust and its schools are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.**	
Job Title:	Careers Advisor and Social Media Manager
Reporting to:	Assistant Headteacher (Personal Development)
Hours & Salary	NJC Grade G, Points 23 – 28. Full-time, 36 hours per week, term-time + 5 days.
Role Overview	The Careers Advisor and Social Media Manager plays a strategic and operational role in delivering and promoting a high-quality CEIAG programme, with a strong emphasis on early identification and intervention for pupils at risk of becoming NEET (Not in Education, Employment or Training). Working closely with pastoral teams, senior leaders and external partners, the postholder supports pupils to raise aspirations, overcome barriers to engagement and secure sustained post-16 destinations. The role includes providing impartial careers guidance; coordinating work-related learning opportunities; developing students' interview and presentation skills; supporting applications; tracking and analysing destination data; implementing targeted early intervention strategies, including structured communication with parents and carers, to improve attendance, re-engage vulnerable learners and ensure positive progression outcomes for all pupils. The role also includes other key whole-school responsibilities including first aid, supervision duties, and managing and monitoring social media accounts promoting the successes, achievements, ethos, and culture which create the sense of belonging and academic outcomes in order to reduce the risk of pupils becoming NEET. This job description is written at a specific time and is subject to change as the demands of the Trust and school and the role develops. The role requires flexibility and adaptability, and all employees need to be aware that they may be asked to perform tasks and be given responsibilities not detailed in this job description.
Child Protection and Safeguarding:	The successful candidate must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service. It is the post holder's responsibility for promoting and safeguarding the welfare of children. You will comply with Child Protection and Safeguarding Policies, and the requirement to report to the Designated Safeguarding Lead any concerns relating to the safety or welfare of children.

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Main duties and responsibilities:	**As a Careers Advisor and Social Media Manager you are expected to:** ● Provide high-quality, impartial guidance for pupils that prepares them for their future careers, including interview skills, presentation skills and completing application forms, with targeted support for pupils identified as at risk of becoming NEET. ● Work closely alongside pastoral teams to identify pupils at risk of becoming NEET and implement early intervention strategies to improve engagement, attendance and progression outcomes. ● Undertake early intervention contact, including making targeted detention and welfare phone calls to parents and carers of pupils at risk of NEET, using an agreed script to ensure clear, consistent and supportive communication. ● Through early home contact, identify barriers negatively affecting attendance, engagement or attainment, and coordinate appropriate support to enable pupils to re-engage fully with their studies. ● Actively promote the careers service in-house at open evenings, presentation days, assemblies and parents' evenings, ensuring clear messaging around post-16 pathways and progression routes. ● Organise presentations by speakers from the world of work, universities, colleges, training providers and other vocational routes, with particular focus on accessible pathways for vulnerable learners. ● Provide an open-door service for pupils to discuss their options, offering additional guidance and mentoring to those at risk of disengagement. ● Organise personalised careers interviews for all pupils at key points in their school career, ensuring early prioritisation of pupils projected as NEET. ● Liaise with external careers services and local providers to ensure targeted interviews, mentoring and intervention programmes are available for vulnerable pupils. ● Provide information on financial aid and bursaries to reduce economic barriers to post-16 participation. ● Offer comprehensive information and guidance about a wide range of career and post-16 options, supporting pupils in making realistic and aspirational choices. ● Ensure that equality, diversity and inclusion are embedded throughout the school's CEIAG programme, particularly in removing barriers for disadvantaged and vulnerable groups. ● Lead on identifying, tracking and supporting pupils at risk of not participating in a post-16 pathway, maintaining regular contact with families and relevant agencies. ● Support pupils' smooth transition between educational phases, with enhanced transition planning for those identified as vulnerable or at risk of NEET. ● Play a key role in the development and coordination of work experience opportunities and workplace visit days, prioritising engagement opportunities for at-risk pupils. ● Coordinate enrichment and enhancement activities relating to CEIAG including university visits, industry days and CEIAG-related drop-down days, ensuring inclusive participation.

- Stay up to date with relevant training and developments in the CEIAG sector, including national guidance relating to NEET prevention and participation.
- Work closely with the AHT to ensure that the CEIAG programme and policy remain relevant, compliant and responsive to pupil needs.
- Attend local CEIAG and participation and hub meetings as required, contributing data and updates relating to pupils at risk of NEET.
- Develop and maintain a strong network of specialist partners, including alternative providers and training organisations, to provide appropriate pathways for all learners.
- Maintain accurate, up-to-date records of pupil guidance, intervention strategies and progression outcomes, ensuring information is accessible to colleagues as necessary.
- Provide up-to-date information and reports as required by SLT, including participation data, NEET projections, destination data and summer offer tracking.
- Monitor, record and communicate leaver destination information to relevant agencies, with proactive follow-up for pupils at risk of becoming NEET.
- Manage the CEIAG budget effectively, ensuring resources are directed appropriately to support vulnerable pupils.
- Create social media content and promote school activities daily.
- Monitor and manage the school's social media feed and respond accordingly.
- Create, edit and distribute the Newsflash every other week and other school publications.
- Act as a first aider.
- Accompany pupils on visits, trips and out-of-school activities as required.
- Carry out supervision duties as required.
- Support the wider administrative function of the school where appropriate.
- Undertake any other reasonable duties at the request of the Headteacher.

As a member of staff, you are expected:

1. To safeguard all students, promoting their safety, health, and welfare in accordance with school policy, both on the school premises and on school activities elsewhere.
2. To follow and uphold all school policies and be an excellent ambassador for the school.
3. To have a responsible and diplomatic approach to matters of a confidential nature.
4. To ensure awareness of what is happening in and around the school; checking and responding, where necessary, to school emails regularly and at least once every school day.
5. To develop yourself through engaging with CPD, including ICT training, in order to maximise effective use of all school systems.
6. To undertake any other duties that might be reasonably requested, by the Headteacher, Line Manager, or any other member of the senior leadership team. Any request will correspond with the general character of the post and are commensurate with the level of responsibility.

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Health and Safety:	The post holder must, at all times, work within the requirement of the Health and Safety at Work Act 1974, current Health and Safety legislation and the School's and LEA's policies and procedures. The postholder is responsible for their own Health and Safety, as well as that of their colleagues. All Trust schools are non-smoking sites.
General:	This job description may be reviewed at the end of each academic year or earlier if necessary. In addition, it may be amended at any time in consultation with the post holder. The post holder will be expected to participate in the school's appraisal programme and to participate in appropriate staff training and development activities.

Person Specification	Essential	Desirable	Method of Assessment
Qualifications	• GCSE English and Maths (or equivalencies). • A relevant Careers Advice and Guidance Qualification (or working towards).		• Production of the applicant's original certificates. • Contents of application form.
Experience	• Experience using Management Information Systems.	• Experience of providing careers information, advice and guidance. • Experience of supporting students through the Gatsby Benchmarks. • Experience of parental engagement relevant to the role.	• Contents of the application form. • Interview. • Professional references.
Skills and Knowledge	• Understanding of and ability to interpret data relevant to pupils' progress. • Ability to communicate in a confident and		• Contents of the application form. • Interview. • Professional references.

	confidential manner with all stakeholders. • Experience of dealing with a variety of agencies and colleagues within a work setting. • Knowledge of the application process for post-16 pathways • Excellent administrative and organisational skills. • Excellent communication and interpersonal skills. • Excellent and confident use of ICT. • Ability to maintain and produce accurate information and records.		
Personal competencies and qualities	• Have a clear commitment to the safeguarding of young children. • Passion for helping children and young people learn. • Trustworthiness and integrity. • Ability to form and maintain appropriate relationships and personal boundaries with children and young people. • Ability to engender confidence in young people. • A warm, friendly, and patient manner. • Ability to build positive relationships with all students that allow them to achieve to their highest potential. • Discipline and time management skills. • A belief in the value of others.		• Contents of the application form. • Interview. • Professional references.

	• A willingness to learn new skills and approaches and to share experiences with others. • A sense of humour.		

Employee Acknowledgement

I have received a copy of my job description.

I have read and understand the duties of my job.

I confirm that I can fulfil the requirements of the role of Careers Advisor and Social Media Manager

Signed: ……

Date: ……