

## Internal Advisor – Rugby

### Description

We are looking to appoint an **Internal Advisor** who will be based at our Hairdressing & Beauty Therapy Academy in Rugby.

The successful candidate will be passionate about young people with excellent communication skills and knowledge of safeguarding.

**Salary:** £23,000 per annum (plus £1,000 bonus OTE)

### Responsibilities

Typical responsibilities include:

- Planning & preparing learners/ employers for work experience/industry placements
- Updating & tracking attendance monitoring systems
- Updating & tracking learners' reviews and progress
- Regular parent carer engagement
- Monitoring & supporting with learners' uniform distribution
- Meeting with external customers, schools & careers advisors
- Leading on Safeguarding, Equality, Diversity & Inclusion
- Learner health & wellbeing
- Open events and parents/carers meetings
- Supporting with induction & enrolment
- Interviewing potential applicants
- Monitoring learner behaviour & attitude
- Training, assessment and support with students, including raising student retention and achievement rates
- Liaising with parents/guardians, professionals and external agencies
- Encouraging students to take responsibility for their own learning and promoting development of self-esteem

### Experience

The ideal candidate will be able to demonstrate some of the following:

- Awareness of strategies for assisting young people to settle into new settings
- Recognise signs of distress and offer reassurance
- Knowledge of intervention strategies to support learners with literacy and numeracy difficulties

### Job Benefits

We offer full training and support, plus a competitive salary. Monday to Friday, 9.00am–4:30pm working hours (FT), travel expenses, company pension scheme, health care scheme, 33 days holiday allowance (FT inc bank holidays) rising to 38 days after 'time served' period (PT holidays Pro Rata) and ongoing development opportunities.

### Interested in this position?

Please send Application Form (download this), make sure this outlines how you meet the person specification of the job description and CV to [careers@hoet.co.uk](mailto:careers@hoet.co.uk)

We do reserve the right to close this advertisement early if we receive a high volume

### Hiring organization

Heart of England Training

Reference: RUG-INR -04/24

Please download a copy of the Application form and full Job Specification here to submit your application –

[Job Description – Internal Recruitment Advisor](#)

[Application for Employment](#)

Please send CV and Application Form (download this), make sure this outlines how you meet the person specification of the job description to [careers@hoet.co.uk](mailto:careers@hoet.co.uk)

### Employment Type

Full-time

### Job Location

Temple Buildings, CV21 3EN, Rugby

of suitable applications