

Shelley College

Careers Coordinator

Application Pack

January 2018



Welcome from the CEO



Dear Applicant,

Thank you for taking an interest in this post at Shelley College. I hope the materials enclosed in this pack give you a good sense of what makes the school a special place to work and provides the information you need about the post. Please do not hesitate to contact us if you need anything further (or would like to visit before writing your application).

Our belief in “Valuing People, Supporting Personal Best” means we are committed to investing in our staff, to help them be happy at work, to provide the support they need to achieve the highest standards they are capable of and to offer the training or guidance they need to undertake their jobs effectively. For example, everybody is encouraged to use a personal development plan, to set their own objectives and to take responsibility for their own improvement priorities. We define effective leadership as “helping others to achieve their best” and that is what your line manager will try to do for you.

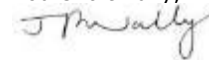
We enjoy many advantages at Shelley College. As a National Support School and National Teaching School, we are at the centre of a network that aims to provide the very best professional and career development opportunities. We are also at the centre of an emerging academy chain of secondary and primary schools that share our values and want the very best for their students and staff. Whatever your role or whatever your career plans, we can help you achieve them. Added to that, we possibly have the best rural location of any secondary school in the country, close enough to the cities of Leeds, Manchester and Sheffield for many of our staff to travel from these areas. Our staff are friendly and supportive of each other and there is a strong sense of a committed team working together.

Our students, of course, are at the heart of what we do and it is essential, whatever position you are applying for, that you relate well to children and young people. The students at Shelley College are a pleasure to work with; they are keen to learn, talented and very well-behaved, far from the negative views that can often be expressed in the press about teenagers!

It is important to read the information provided carefully. We want you to be happy in the role you are applying for and committed to performing the job to the best of your ability.

I very much hope you are encouraged to apply for the position and look forward to meeting you soon.

Yours faithfully,



John McNally
Principal

Information about Shelley College

Shelley College is a 13-18 year mixed comprehensive academy having converted in 2011. Our fundamental beliefs about education are summarized in our mission statement of "Valuing People, Supporting Personal Best". The first part of this statement illustrates our desire to help young people be happy and confident at school and beyond. We think this in turn gives them the best chance of being successful in achieving their goals and ambitions. The second part of our mission statement recognises that we all have different strengths and can only try our best. This is not an easy option; asking young people to always try their best in everything they do is very ambitious and we do all we can to help everybody to reach their full potential.

Parents tell us that they value a school where their child feels happy, valued, known as an individual and supported to do their best. We try our utmost to deliver these aims. We have a commitment to achieving our guiding values, our five 'C's':

Consideration	-We treat everybody as we would wish to be treated
Communication	-We listen, explain and check understanding
Collaboration	-We help people work together effectively
Celebration	-We build confidence by recognising contributions and efforts
Commitment	-We keep trying until we have given our absolute best.

These values underpin our behaviour policy, which we call "Commitment to Learning", which places an emphasis on rewarding all our students for trying their best or exceeding expectations. We frequently celebrate students' successes and we set great store by trying to work together with parents, to achieve the best outcomes we can for their child.

This approach, together with a rich curriculum, has brought our students considerable success. They perform very strongly in public examinations, compete at a very high standard in a wide variety of

sports, perform at the highest levels of dance, Humanities and music, contribute to a wide variety of charitable causes and support numerous community causes. We do not subscribe to the negative manner in which many young people are often portrayed because we see evidence of a superb attitude, hard work and commitment on a daily basis. We are very proud of the young people who attend our college.

Our sixth form is increasingly becoming the first choice destination for students from a number of high schools as well as our own. We offer a distinctive choice; being a relatively small post-16 institution we can offer a level of personal attention that is difficult to match elsewhere. This personal touch extends to teaching, where our small class sizes allow teachers to offer individual guidance and to our pastoral support, which enables our staff to know each student well and help at whatever level is needed. Again, this standard is reflected in our rapidly improving results, with recent outcomes consistently placing us in the top 10% of all post-16 institutions nationally. Again, there are wealth of curriculum options available and a warm, friendly and happy atmosphere balanced with a determination to help everybody achieve their personal goals.

The same beliefs apply equally to our staff. We believe in investing in our staff, to help them become the best they can be. We want our employees feel valued, happy in their work and keen to achieve their personal best. Our staff are friendly, hard-working and a great team. If you are thinking of joining us, I hope this encourages you to find out more and apply.

Awards can only ever tell part of the story about a school but we are proud of number of whole-school achievements and our strong performance in statistical tables. We were delighted to be recognised as 'Outstanding' by OFSTED and the Department for Education has awarded us 'National Teaching School' and 'National Support School' status. We are equally proud of our other awards, such Investors in People Gold and our PE Quality Mark.



SHARE Multi-Academy Trust is the charitable company that currently runs Shelley College, Heaton Avenue Primary

School, Millbridge Junior, Infant & Nursery School and Cowlersley Primary School. We are an emerging academy chain of secondary and primary schools that share our values and want the very best for our students and staff.

We believe in helping staff and students achieve their personal best and are keen to recruit the very best talent to our Trust. As well as being part of the Trust, some of our schools are National Support Schools and National Teaching Schools and as such, we can offer our staff a wealth of career development opportunities and the support you need to enjoy your role.

More than 300 people work hard across the Trust to ensure we provide the very best education and service across all our schools, from invigilators joining us for a few hours a year, through flexible part-time work to many full-time teaching and support roles.

If you share our passion for challenging, improving and making our schools the best they can be, we'd love to hear from you.

Valuing People, Supporting Personal Best

Whatever your role or whatever your career plans, we can help you achieve them.

Our belief in "Valuing People, Supporting Personal Best" means we are committed to investing in our staff, to help them be happy at work, to provide the support they need to achieve the highest standards they are capable of and to offer the training or guidance they need to undertake their jobs effectively. For example, everybody is encouraged to use a personal development plan, to set their own objectives and to take responsibility for their own improvement priorities. We define effective leadership as "helping others to achieve their best" and that is what your line manager will try to do for you.

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Employee Benefit Schemes

A world of benefits and reward for all staff!

We believe in making the world a happier place to work. We do that by providing a package of flexible employee benefits, including:

- An attractive pension scheme for both Teaching and Support Staff.
- School's Advisory Service – staff well-being support and medical cover, including amongst other things: counselling; physiotherapy; and operations.
- Share Academy Savers – the home of our employee benefits. Offering discounts on everything from groceries and shopping through to holidays, insurance, days out, restaurants and more.
- Salary sacrifice benefit schemes - salary sacrifice enables staff to give up some of the cash value of their pay to receive other benefits which saves on tax and national insurance. The Trust currently runs the following salary sacrifice schemes:
 - Childcare Vouchers - savings of up to £933 a year. Childcare vouchers can be used for pre-school and nursery costs plus after school clubs, summer camps and even independent school fees.
 - Bikes – savings of up to 42% on the cost of a new bike.
 - Computers – savings on the cost of Desktop machines, Laptops, Apple Products and software.

Careers Coordinator Role Profile

Role Title	Careers Coordinator	Reporting to	Vice Principal, Pastoral
Section	Support Staff, Shelley College		
Contract type	Permanent, 37 hours per week, term time plus 2 weeks. Some flexibility in hours is required (e.g. occasional evening meetings).	Grade / Salary	Grade 8, spinal point 26-28

Part A – JOB DESCRIPTION

Overall purpose of role	<p>Shelley College is committed to supporting the development of all students, engaging them in careers guidance and supporting them in achieving their Personal Best, ultimately leading them to pursue challenging and relevant qualifications/pathways at the end of Year 11 and Year 13. The Careers Coordinator will give impartial careers information, advice and guidance in line with both legal and Ofsted requirements, engaging students in understanding the various routes into Training, Education and Employment so they pick the most suitable journey for themselves. You will develop links with Universities, employers and apprenticeship providers to deliver meaningful and engaging sessions throughout the academic year to allow students to make informed decisions is of key importance.</p>
Safeguarding Requirements	<p>This post requires the post holder to work in settings with children and young adults. Any employment offer is therefore subject to the results of an Enhanced Disclosure from the Disclosure and Barring Service (DBS).</p> <p>Applicants MUST complete the MAT's standard application form to be considered, will be required to provide evidence of identity and qualifications and offers of employment will be subject to satisfactory references. For applicants who work or have recently worked in a school, one of the references must be from the head teacher.</p>

Key Outputs

1. To inspire students and raise aspirations about post-16 and post-Sixth Form prospects
2. To make careers information, advice and guidance high profile throughout the student journey from Year 9 to Year 13
3. To support students and parents in removing barriers to progression to challenging and aspirational destinations
4. To be the key contact for students, staff and parents with regard to careers advice and guidance
5. To liaise with businesses and other external stakeholders to develop beneficial relationships that support the progress of students into Training, Education and Employment
6. To organise and deliver events including the annual careers evening, attend parents evenings and develop readily available resources for all stakeholders
7. To track and monitor the likely destinations of Year 11 and Year 13 students to support the development of personalised advice, information and guidance to all students
8. To ensure students vulnerable of becoming NEET or not pursuing post 16-19 destinations are targeted, monitored and prioritised for careers intervention
9. To liaise with tutors, the Pastoral team and relevant line managers about students who may need additional support
10. To prepare educational materials for staff which can be delivered through the Skills for Life programme, and accessible materials for students to be stored on the student shared area which will help in their personal planning of next steps
11. To maintain visually impactful and informative materials, including display boards which are relevant to careers
12. To obtain and maintain a relevant and up to date catalogue of prospectuses and provider documentation, sharing relevant entry criteria and deadlines, and support students with such applications
13. To direct the Year 11 UCAS Progress application process, keeping parents, students and staff informed of progress being made through use of a concise timeline
14. To maintain a destinations spreadsheet and annual statistics for Y11, 12 and 13 leavers
15. To lead on work experience placement identification and co-ordination with the employers.
16. To attend training sessions, staff meetings and any department meetings as required.
17. To promote and support the schools responsibility to safeguarding, ensuring people are safe and protected from any risk of harm, neglect, abuse or injury, supporting the creation of a safe and welcoming environment for all students and visitors to the college
18. To carry out duties in accordance with school policies, which are available on the website and through induction for successful candidates
19. To complete any other responsibilities commensurate within the requirements of this role or as directed by the Principal/Associate Principal and offer flexibility to support colleagues across college as required

Dimensions (Financial/Statistical/Mandates/Constraints/No. of direct reports)

- Range of Teachers and Support Staff approximately 200 across the whole school.
- Range of Students approximately 1400.

Work/Business contacts

Internal: All pupils, teachers and support staff.

External: External staff, Businesses, Universities, Apprenticeship Providers, Other Schools, Parents and families.

Expertise in Role Required (At selection - Level 1)	Essential or Desirable
• Level 4 Qualification in Career Guidance (QCG) or other careers guidance qualification at equivalent level	Desirable
• Experience of providing progression and careers advice/other guidance to young people	Essential
• Experience of working in school environment	Desirable
• Experience of engaging with young people and advocating on their behalf	Essential
• Knowledge of issues affecting the personal and economic development of young people	Desirable
• Experience of networking and negotiating with outside organisations such as Schools, Colleges, Youth Service, Probation Service, Benefits Agency etc.	Desirable
• Ability to engage and influence others	Essential
• Excellent communication skills	Essential
• Excellent behaviour management skills	Desirable
• Commitment to the safeguarding of young people	Essential
• Ability to monitor and evaluate impact of interventions and strategies	Essential
• Working knowledge of relevant policies and codes of practice – e.g. Every Child Matters, Safeguarding	Essential
Other (Physical, mobility, local conditions)	
• Is willing to work flexibly within scope of overall hours.	Essential

Expertise in Role - After initial development - Level 2

- Working knowledge or understanding of relevant policies and codes of practice.

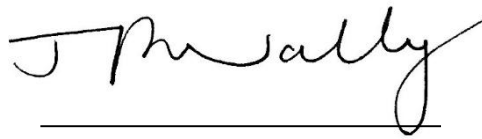
Expertise in Role (Advanced - Level 3)

- Expert in implementing Partnership Agreements with partner organisations.

Structure



Vice Principal

Careers
Coordinator

Signatures

Approved by : CEO

Approved by : Post Holder/or Representative



To apply please visit the SHARE Multi Academy Trust vacancies webpage
<https://www.tes.com/jobs/employer/-1022450>

The closing date is 11.59pm on Wednesday 24th January 2018.

