



# Careers Adviser

## November 2018

<b>Post Title:</b>	Careers Advisor – Self employed
<b>Reporting to:</b>	Assistant Head
<b>Post start date:</b>	September 2019



## Letter from the Headteacher:

Dear Applicant

Thank you very much for the interest that you have shown in this position at Perins School. The successful person will have an important contribution to make to our growing and successful School and I hope that you will find the enclosed information helpful.

You will see from the information enclosed that Perins School is one that places individuals at the heart of everything we do, whether that be staff, students or the wider community. We are therefore committed to the well-being and professional development of all of our staff and, as such, we see this as the potential start of a new professional relationship with us. Following a wonderful journey of development and expansion, we are now a popular, oversubscribed 11-16 school that is highly regarded locally and nationally. In 2017, we were featured as one of Tatler's top state schools in the country.

Our ethos is one of 'working with' and not 'doing to'. Our staff choose to go the extra mile and, as such, our extra-curricular offer is second to none. We have ensured that through high quality provision we are known nationally for our sporting teams and activities with over 650 students regularly participating in sporting events outside of the school day. Over the past few years, we have also expanded our provision within the creative arts. The annual drama production in particular has been a great source of both personal and professional pride – and we can say with confidence that a Perins Youth Theatre production is so much more than just a 'regular school production'. Our reputation, in both the school and across the wider community, has grown exponentially with each drama production we have staged, and the positive feedback we receive year-on-year continues to surpass our expectations. In 2016, over 350 pupils auditioned for Phantom of the Opera. And this was surpassed in 2017-18 with over 400 auditioning for Beauty and The Beast.

The many other opportunities provided by all areas of the school ensure that hundreds of students remain on site until up to 6pm each day and this encourages positive working relationships between staff and students that are truly enabling. Participating in the extra-curricular activities has proven to be a wonderful experience for all those involved and one which we hope will stay with our staff and students for the rest of their lives.

It is our belief that this strong and distinct ethos, combined with aspirations to excellence in everything we do, combined with exceptional levels of pastoral care, enables us to provide an outstanding quality of education.

At Perins School, however, we are never complacent and are committed to moving our school forward to become an outstanding provider of holistic education. There is a strong and supportive culture across the School which enables staff to focus on providing high quality teaching for all our students. Indeed, our staff are warm and welcoming, our parental community are engaged and supportive of the School and our students are a joy to teach and know. We are also wholly



committed to retaining the best of the past traditions of excellence, and our relentless drive for continual improvement results in outstanding success in a wide range of areas.

I sincerely hope that you find the information provided informative, our tone welcoming and the position attractive to you. All appointments to our staff are important; however, the appointment of the right staff to secure the continued success of Perins School is essential. Our most recent Ofsted report confirms our status as an exceptional School. However, there is still much ahead of us and the Trustees, Local Governing Board, Senior Leadership Team and I are ambitious for our students to experience the most outstanding education and achieve the highest possible outcomes that they are capable of achieving.

If you believe you can contribute to our exciting future, I would be delighted to receive your application.

Yours faithfully,

Mr Steve Jones

Headteacher



## Overview:

At Perins we are committed to providing a rounded and rich educational experience for all students with the belief that everyone is entitled to high levels of individual achievement, care and support.

Our motto "In Omnia Excellentia" (Excellence in Everything) reflects our aspirations that every student has the opportunity to progress and develop in all areas, preparing them for the future. We value the richness and diversity of the educational experience we offer, both within and beyond the classroom.

We currently have a contract with a Careers Adviser that ending due to retirement in July 2019. In order to be prepared for the academic year 2019/20, we are seeking to attract an equally successful candidate to provide us with the same service for our students.

The purpose of the role is to provide independent careers advice and guidance to our students. To be accountable for student careers support and progression to post 16 provision therefore ensuring that all students are able to access the correct support to reach their potential.

The School will identify target groups of pupils and ensure attendance at interviews. Priorities will include SEND, FSM, PPS and other vulnerable students identified by school staff. The school will provide a suitable confidential area to undertake careers activities; will provide student access to additional careers information through paper based and electronic materials including college brochures, apprenticeship information and websites; provide access to relevant and appropriate resources eg telephone computer internet photocopier, and will arrange completion of "intended destination" forms by all year 11 students and track student applications to colleges.

## Key Responsibilities

As part of your role on a self-employed contract with the school, you will be responsible for the following:

- Ensuring that you fulfil the requirements of self employments status in line with HMRC requirements and hold Professional Liability cover
- Liaising closely with the Headteacher, Deputy Headteacher, SENCO and other designated staff
- Work with groups and individuals students to provide impartial careers advice and guidance in accordance with the priorities identified by the School. Will ensure every interview is followed up with a written action plan
- Ensure that all client information is securely stored either electronically or in a locked cabinet and complies with GDPR rules
- Be familiar with up to date and current local knowledge relating to progression routes Post 16 and labour market information. Will undertake responsibility for own CPS



- Will use the resources in accordance with the school policies and guidelines. Maintain tracking sheets for all Y11 students and Year 10 students
- Will collate the responses and track students' destinations in liaison with the Hampshire LA. Will resolve and discrepancies of all students and identify potential NEETS

You will also be responsible for:

- Interviewing all students in year 11 in order to discuss and record their intended career pathways.
- Providing written action plans for year 11 students as part of their individual careers advice.
- Maintaining an appropriate level of careers knowledge to meet students' needs of the Perins students.
- Supporting those students identified as at risk of under-achieving by working with appropriate Team Leaders, SLT, Key Stage Managers and Student Services to ensure that the needs of vulnerable individuals are met and student progress maximized.
- Prioritising and target Pupil premium and SEN students to assist in raising their individual aspirations.
- Liaising with appropriate outside agencies to develop the appropriate support for Perins students to see them into further education or employment.
- Assisting in planning and organising careers fairs and conventions.
- To work closely with the Student Services Team, assisting any individuals with any careers related sensitive issues.
- Contribute to school assemblies where careers are central.
- Tracking students destinations

## Person Specification

- Good communication skills and experience of working with young people
- Ability to work on your own initiative
- Understanding of safeguarding issues for young people
- Confident, organised and pro-active and able to prioritise
- Enthusiastic about helping all students
- Good listening skills and the ability to interpret students well

## Qualifications, skills and abilities:

- Level 6 degree level or equivalent in careers guidance
- Experience of delivering careers advice and guidance in schools
- Understanding of the Gatsby Benchmark standards
- Good level of ICT knowledge
- Ability to work as part of a large and busy team
- Ability to work on your own initiative
- Understanding of safeguarding issues for young people



**Position Details:**

This is a self-employed position, and we are seeking an individual who is able to work one day a week at Perins.

**Application Process:**

To apply for this position please visit [www.perins.net/support-staff-vacancies](http://www.perins.net/support-staff-vacancies) to complete an online Application, or download the application form included on the website.

Closing date for applications: 12<sup>th</sup> December 2018. It is likely that we will interview suitable candidates in the early part on January 2019.