



**SOUTHLANDS
HIGH SCHOOL**

Endeavour for Excellence

Clover Road, Chorley, PR7 2NJ

T: 01257 414455 | E: mail@southlands.lancs.sch.uk

f SouthlandsHighSchool | t @SouthlandsHS

www.southlands.lancs.sch.uk

Careers Advisor

Permanent



Candidate

Information Pack

Southlands High School is part of the newly formed Mosaic Academy Trust along with Standish High School and Golborne Primary School.

A non-teaching Careers Advisor post has become available at Southlands High School. Grade 7- SCP 19-25 (£25, 481- £29,577 pro- rata). This post will be available on a permanent contract for Term Time plus one week.

Southlands High School is offering an exciting opportunity to a proactive, forward looking and supportive individual who is committed to supporting young people as they develop and grow. We are looking to appoint a Careers Advisor to provide a thorough, impartial, personalised career service throughout the school. You will provide assessment and engaging careers information, advice, guidance on post-16 choices, including vocational courses, university degrees and post-16 careers, apprenticeships and traineeships. Please see the job description and person specification.

If you believe your skills match those in the attachments, and you are interested in joining an ever-improving team of committed and loyal staff, we look forward to receiving your application.

Closing Date - Friday 5 March 2021- 9am.

Interviews date - to be confirmed.

Please return the completed application form by email to mearsc@southlands.lancs.sch.uk.

Southlands is an Equal Opportunities Employer welcoming applications from all sections of the community.

This post is covered by the Rehabilitation of Offenders Act 1975. If successful, you will be required to apply to the Disclosure and Barring Service (DBS).

Dear Applicant

Thank You for your interest in applying for the post of Careers Advisor at Southlands High School. I have been Headteacher of Southlands High School since June 2017 and since then the school has been on a transformational journey.

Following the significant impact of this Covid19 pandemic on young people, I believe it is now absolutely vital that as a school we have a full time Careers Advisor to take up a brand new, full time post to drive Careers and all associated aspects of this work, across the whole school for our 906 students. We must raise aspirations and signpost our students throughout their time at school towards the ever-changing world in which we live. This role and this work presents a very exciting phase of our school improvement and service to our students. I am looking for an inspirational person to join us to develop and drive our Careers plan and ensure it becomes the lived experience each and every day for our students. I am seeking a determined colleague to join the school; someone who has a passion for supporting young people, drive the careers agenda across school and is also a real completer-finisher!

Southlands High School is a thriving, expanding, forward thinking and inclusive 11-16 school in Chorley, Lancashire. The school has 906 on roll with projections of 1000 on roll by 2022. It has always had a strong ethos, where 'people matter' and we work with our community for the benefit of our students.

Southlands High School forms part of the Mosaic Academy Trust (MAT) with Standish Community High School and Golbourne Primary School. There is a genuine collaborative relationship between the schools and the successful colleague will have opportunities to collaborate with the Standish Futures Team. We can offer you excellent professional development, a supportive governing board and Board of Trustees.

The careers advisor we seek to appoint is someone who is willing to work tirelessly to lead on the key priorities for ensuring all of our students have a good knowledge and understanding of opportunities available to them so they can make an informed choice about their next steps; whilst ensuring Southlands High School works hard to meet all Gatsby benchmarks and fulfils our September Guarantee.

You will need proven experience, knowledge and a strategic vision to lead on this area of work. We also seek a colleague who will find, suggest and introduce new ideas, initiatives and programmes successfully into our school.

We are looking for an advisor who will be impartial in all advice and guidance given.

I hold a passionate belief that all students can achieve regardless of their background or starting points and can go on to make a valued contribution to their community, so no student will be left behind!

I welcome your application and look forward to meeting short listed candidates.

Sincerely,



Kerry Millar
Headteacher

Job Description

Job title:	Careers Advisor
Reports to:	Assistant Headteacher – Personal Development
Hours of work:	37 hours per week
Salary:	Grade 7

Main duties/responsibilities

General
Provide a thorough, impartial, personalised career service throughout the school.
Provide assessment and engaging careers information, advice, guidance on post-16 choices, including vocational courses, university degrees and post-16 careers, apprenticeships, traineeships.
Show an awareness of students' preferences and which pathway(s) would be most appropriate for them and an up to date awareness of local and national career trends and needs.
Monitor and evaluate the effectiveness of the careers education and guidance at Southlands High School.
Staying up-to-date with relevant CPD and developments in the CEIAG sector.
Teaching and learning
Produce careers information and guidance through online and hard copy literature, and visual displays in school.
Organise workshops for students that prepares them for their future careers, including interview skills, presenting oneself and how to fill out a job application and Curriculum Vitae.
Actively promote the careers service in-house and provide support at open evenings, presentation days, assemblies and parents' evenings and other events linked to CEIAG.
Organise presentations by speakers from the world of work, universities and other vocations.
Develop incentives and initiatives which actively encourage pupils to sign up to the school's career service.

Working with other staff
Encourage and support school staff to promote and embed careers education and guidance where possible into curriculum subjects.
Ensure tutors and life skill teachers have the necessary information required for providing pupils with the up to date relevant support, leadership and motivation needed for when they consider their post-16 pathways.
Work with teachers to ensure they create learning environments which allow and encourage pupils to tackle real life challenge, manage risk and develop their decision-making, team-building and problem-solving skills, which can be applied to the workplace.
Attend and represent the school at local careers education guidance (CEIAG) meetings, coordinating the work of the school and other local schools wherever possible.
Attend regular meetings with the Assistant Headteacher , representing key views and ideas of CIEAG, ensuring that the Headteacher is kept well informed of critical developments.
Direction and development of CEIAG
Consult with the Assistant Headteacher and subject leaders regularly to create aspirational, yet achievable, aims for pupils in their last two years of compulsory education.
Create a successful careers service which effectively places pupils in the most suitable pathways for them.
Promote a multitude of opportunities to reach a wider pupil base, via the connections made with external sources.

Contribution/progression/retention of CEIAG
Provide a daily open-door service for pupils at social times, to drop in and discuss their options with the careers advisor.
Arrange meetings with pupils who are interested in the careers service, providing them with information which will be valuable for their individual requirements.
Arrange follow-up appointments with pupils to ensure they are still aiming for a set goal, evaluate their progress, and discuss alternative options with them, if required.
Offer services to past pupils for up to a year after their departure from compulsory education.
Provide information on financial aid for pupils depending on the pathway they choose.
Develop a CEIAG scheme of work, mapped across the curriculum and share with staff.
Liaise with staff members to contribute CEIAG-related materials to lesson plans.
Develop an effective CEIAG-related policy which outlines how careers advice will be provided at the school, and ensure this is communicated with staff members.
Equality and diversity
Ensure all measures of stereotyping are prevented in any advice which is given.
Provide a wide range of career options for pupils before refining their choices.
Ensure that opportunities are suitable for a wide variety of people, including pupils with special educational needs and disabilities (SEND), minorities and pupils at risk of not participating in a post-16 pathway.
Adhere to the school's Equal Opportunities Policy at all times.
Working with external agencies
Develop a network of specialist partners in order to provide guidance on specific careers and other post-16 pathways.

Organise work experience and work place visit days with external agencies.

Maintain effective partnerships with external agencies; actively promoting new ideas and collaborating sources to provide a well organised, developed service internally.

Work with the LA to identify vulnerable young people, including pupils with (SEND), and those at risk of not following a post-16 pathway, and identify ways in which these pupils can be supported.

Organise tailored open days for pupils at universities and colleges.

Person Specification


	Essential	Desirable	Assessment method
Qualifications:	<p>The successful candidate will have:</p> <ul style="list-style-type: none"> • Educated to degree level. • A relevant careers advice and guidance qualification at Level 6. • A relevant DBS certificate and barred list check. 	<ul style="list-style-type: none"> • Safeguarding training • Mental Health First Aid 	Application
Experience:	<p>The successful candidate will have experience in the following areas:</p> <ul style="list-style-type: none"> • Providing assessment, careers information, advice and guidance to pupils up to school leaving. • The application process for post-16 pathways • The application process for medicine, law and engineering, specifically • Encourage STEM/AIM HIGHER • Providing careers information, advice and guidance • Working within a school environment • Identifying pathways suitable for individual pupils • Planning and organising careers events 	<p>In addition, the successful candidate may have experience in the following areas:</p> <ul style="list-style-type: none"> • Russell group applications • Leadership and development • Leading classes • Presentations and tutorials 	Application/interview



Skills and knowledge:	<p>The successful candidate will be able to:</p> <ul style="list-style-type: none">• Demonstrate an understanding of the UCAS application process.• Demonstrate how to identify suitable career pathways.• Demonstrate how to support pupils at risk of not undertaking post-16 pathways.• Demonstrate how to build strategic working relationships.• Show how to motivate and provide CPD for pupils in terms of career choices.	<p>In addition, the successful candidate may have knowledge in the following areas:</p> <ul style="list-style-type: none">• MS applications including PowerPoint, Excel and Publisher• Presentation skills• Confident telephone communication	Application/interview
Personal attributes:	<p>The successful candidate will have:</p> <ul style="list-style-type: none">• An enhanced DBS certificate and barred list check.• A good attendance and punctuality record.• Good listening, oral and literacy skills• An ability to work in a team.• An ability to develop effective working relationships.• Presentation of self in a professional manner.• Ability to maintain a web of external contacts, including university admissions, potential employers and the armed forces.• The ability to organise time.		Interview

	<ul style="list-style-type: none"> The ability to be empathetic with others Capable of handling a demanding workload and successfully prioritising work. 		
--	--	--	--

Prepared by:

Name:	Kerry Millar	Signature:		Date:	12/02/21
Title and/or department:	Headteacher				

Note: This job description is not exhaustive and will be subject to periodic review. It may be amended to meet the changing needs of the school. The post-holder will be expected to participate in this process and we would aim to reach agreement on any changes.

This job description is not your contract of employment, or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation. This document will be reviewed annually as part of the performance management process or as appropriate.

EXAM RESULTS

Overall Progress 8	2016	2017	2018	2019	2020 CAGs
Attainment 8	41.6	42.2	44.23	44.63	
Overall	-0.74	-0.41	-0.34	-0.43	

Southlands	2016	2017	2018	2019	2020 CAGs
------------	------	------	------	------	-----------

English Grade 9 – 4 (A* - C)	48%	66%	80%	74.8%	80%
English Grade 9 – 5	-	51%	60%	58%	58%

Maths Grade 9 – 4 (A* - C)	49%	56%	69%	70.3%	69%
Maths Grade 9 – 5	-	40%	43%	40%	44.7%
Maths 9 – 7	-	10%	6.5%	10%	13%

Arranging a visit:

Candidates wishing to visit the school can contact Caroline Mears, Headteacher's PA, who will arrange a suitable time: 01257 414455. The Headteacher is also available for a telephone discussion should you wish to call to discuss any aspects of the role or Southlands High School.

Application process:

To apply, please download an application form, and return it to Caroline Mears, by email: mearsc@southlands.lancs.sch.uk

In line with Safer Recruitment guidelines we will be taking up references in advance of the interviews and taking them into account throughout the interview process.

Southlands High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Enhanced checks through the Disclosure and Barring Service (DBS) will be required for this post.

The post is likely to come under the requirements of the Childcare (Disqualification) 2009 Regulation and the successful applicant will be required to complete a declaration form to establish whether they are disqualified under these regulations.

More information about the school can be found on the website.

When completing your application, please ensure that all sections are completed, gaps in employment history are accounted for and details of awarding bodies included. You should refer to the job description and person specification to guide your letter of application. Your additional information letter should be no more than 2 sides of A4 completed in font size 11. Please note that CV's are not to be submitted.