



DURHAM HIGH SCHOOL FOR GIRLS

Independent Day School
Church of England Foundation
GSA – c450 girls (aged 3-18)
www.dhsfg.org.uk

**INFORMATION FOR THE POSITION OF
CAREERS CO-ORDINATOR**

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Durham High School for Girls
A Company Limited by Guarantee. Registered in England and Wales No. 6257502
Registered Office: Farewell Hall, South Road, Durham DH1 3TB. Registered Charity No.
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AIMS OF THE SCHOOL

- To create a friendly, caring community based on Christian principles where every individual is valued
- To develop the potential of every girl in all areas of her life
- To encourage academic excellence and a life-long love of learning

QUOTE FROM THE GOOD SCHOOLS' GUIDE

'Top flight single sex school (the only all girls' school in Durham) with all the trimmings.
"A fantastic school - I recommend it to everyone I know" enthused a parent.'



Durham High School for Girls

INFORMATION ABOUT THE SCHOOL

Durham High School was founded in 1884 by the Church Schools' Company and in 1910 the school's governing body took over and formed an independent school for girls.

The school is a Church of England Foundation and takes seriously its role as a Christian school which welcomes girls of all faiths and none.

The presence of the University and the Cathedral in the heart of the city as well as strong professional and commercial interests ensure that Durham is a thriving community and a centre of intellectual and cultural excellence. Pupils come not only from the city of Durham but also from a very wide surrounding area.

In the 1960s the High School moved to its first purpose-built premises on the edge of the city adjacent to the new Durham University colleges. This began a period of building and expansion which continues to the present day. Recent developments include the Rainbow Hill Nursery, a Science, ICT and Library block and most recently a new building incorporating classrooms for Mathematics and Geography with a purpose built Performing Arts Suite and Music practice rooms.

Durham High School provides a continuous education for girls from 3 – 18, with c450 girls currently on roll.

The Junior School works very closely with the Senior School. Virtually all Year 6 pupils progress to the Senior School. In the recent inspection Junior House achieved 'excellent' in all areas including EYFS.

The school enjoys a very good reputation locally both for its academic results and for its friendly, caring atmosphere. Classes are small and the pastoral care of pupils is given a very high priority.

The academic standards are very high. The school has consistently topped the County League tables in both GCSE and A level. Last year we were the top performing school in the North East (Telegraph A*-A 2015). In 2016, 60% of GCSE entries achieved A* and A. At A-Level 56% of the entries achieved A* or A. Pupils invariably obtain a place at the University of their choice; a substantial number win places at Oxford and Cambridge and other Russell Group universities.

The School is keen to widen access as much as possible. There are means-tested bursaries, including some free places, to enable as many girls as possible to attend the school from a wide area. There are also academic scholarships available at 11+ and 16+ together with scholarships in Music, Performing Arts and Sport.

There is an extensive extra-curricular programme with huge enthusiasm for a very wide-ranging number of sporting activities including the traditional girls' sports of hockey, netball and tennis, as well as aerobics and cricket.

The musical life of the school is extensive and of a very high standard. A large proportion of girls take lessons in an instrument and/or voice. There are four choirs,

several orchestras and there is also an outstanding Drama Department which stages a number of plays every year, including the School's annual production which is performed over three days at Durham's Gala Theatre.

The opportunity to serve both the immediate and wider community is an important part of school life. Other extra-curricular activities include: a Duke of Edinburgh's award scheme with large numbers of girls taking part, including achieving Gold Awards; Young Enterprise; Debating; and numerous trips and visits abroad. A recent initiative was a 'World Challenge' trip for Sixth Form pupils to Vietnam in 2015 and a trip to Sri Lanka is planned for 2017.

The school enjoys excellent relationships with its parent body and there is a thriving Parents and Friends' Association. There is also an active Old Girls' Association and the school is working very hard at present to ensure that there is regular contact between the school and its alumnae.

Durham High School for Girls as a Church of England School

The school is a Church of England foundation with strong links with the Diocese of Durham and Durham Cathedral.

Church of England schools are inclusive and distinctive. As such, we welcome girls of all faiths and none. Religious faiths are valued and respected and we have a significant number of pupils who practise faiths other than Christian. At the same time we strive to be a distinctively Christian school as outlined below.

Christian Values

All staff are expected to be sympathetic to and supportive of the Christian ethos of the school and to model Christian values. As an Anglican priest, the school-based Chaplain has a key role to play in the life of the school.

Applicants are encouraged to familiarise themselves further by viewing the website at www.dhsfg.org.uk to obtain a sense of the work and atmosphere of the school.

MAIN FINDINGS OF THE ISI INSPECTION REPORT 2015

Press release from January 2016

Durham High School for Girls is celebrating the glowing report received this week following an inspection by the Independent Schools' Inspectorate (ISI) in December.

The inspectors' main findings are that 'the School provides an excellent atmosphere for learning that is particularly suited to able girls, enabling them to achieve highly in both academic subjects and a wide range of sporting, musical and other activities'.

Headmistress, Lynne Renwick, said: 'we are particularly delighted that the inspection team judged as 'excellent' the contribution of teaching, the quality of the pupils' achievements and learning and our pastoral care.'

This excellent report comes as the High School has topped the government's GCSE and A level league tables in the North East, confirming its reputation as one of the best in the country. Four Sixth Formers have recently been offered places at Oxford and Cambridge Universities to read Chemistry, Chemical Engineering and Classics.

The School's extra-curricular provision was also described by inspectors as 'excellent'. Girls are currently busy rehearsing the musical 'Loserville' to be performed in Durham's Gala Theatre later this month and the U14 netball team has just qualified for the National Schools Netball Finals.

Educating girls from Nursery through to Sixth Form all on one site, Durham High is very much a family school. The inspectors noted that 'throughout the School, relationships between the staff and pupils are warm, based on mutual respect. Pupils appreciate the generous support their teachers provide.'

* *See school website for full Inspection Report*

JOB DESCRIPTION

THE POST

CAREERS CO-ORDINATOR

The Careers Co-Ordinator works closely with the Assistant Head (Pastoral), the Deputy Head of Junior House, the Pastoral Heads, the PSHE Co-Ordinator and with the Higher Education Officer. S/he is directly responsible to the Head of Sixth Form for the delivery of careers guidance throughout the school.

The role of the Careers Co-Ordinator is to facilitate pupils' learning, planning and development by managing the development of effective careers education and guidance (CEG) throughout the school.

Key Areas of Responsibility

The Careers Co-Ordinator:

1. is responsible for the development of effective careers education, information and guidance;
2. is responsible for the selection and provision of curriculum resources, activities and services;
3. co-ordinates a range of internal and external contributors to career learning, planning and development;
4. keeps up to date with current developments in Careers Education.

Key Tasks

- co-ordinating the delivery of lessons on choices and careers throughout Senior School and involvement in the choices programme in Years 9 and 11;
- co-ordinating individual career interviews;
- regularly reviewing the school policy for CEG taking into account national policies, requirements and guidance;
- planning, implementing and evaluating an annual development plan for CEG linked to the school development plan;
- preparing an annual budget for careers education and guidance;
- developing a work experience programme;
- keeping up to date with national policies, initiatives, research and available services and disseminating information as appropriate;
- liaising and making links with other curriculum areas and working closely with the PSHE Co-ordinator;
- attending meetings of the pastoral teams and heads of department, as appropriate;
- maintaining links with careers staff in other schools;
- maintaining links with relevant careers agencies.

The Careers Co-Ordinator ensures continuing personal professional development in order to secure and maintain high standards of careers teaching, learning and guidance by:

- an expectation that the post-holder will work towards gaining an accredited qualification in CEG; and
- actively seeking and being involved in appropriate professional development.

Person Specification

The Careers Co-Ordinator will have:

- excellent people skills including the ability to develop relationships with a wide range of people;
- good listening and questioning skills;
- the ability to research information and explain it clearly;
- excellent IT skills including, in particular, working knowledge of Microsoft packages;
- well-developed organisational and time management skills
- the ability to work flexibly under pressure and to meet targets;
- the ability to prioritise their workload and meet tight deadlines;
- good administration, report-writing and record-keeping skills;
- high levels of accuracy;
- commitment to equal opportunities; and
- the ability to maintain a sense of humour.

Further Information

This will be a part-time (0.4) post, term-time only plus 10 additional working days during school holidays.

Salary will be pro rata to Point 23 (£22,086) - 27 (£25,104) on the DHS Administration scale.

METHOD OF APPLICATION

Please complete the application form (available from the School's website) and submit this with a covering letter outlining your reasons for applying and what you feel you can bring to the post. This should be addressed for the attention of the Headmistress and sent by e-mail to recruitment@dhsfg.org.uk

Closing date for applications: Thursday 22 June

Interviews will be held: w/c Monday 26 June

The successful candidate will be expected to take up the appointment from September 2017.

DBS

Durham High School for Girls is committed to safeguarding and promoting the welfare of children. The successful applicant will be subject to an enhanced DBS disclosure.

SCHOOL CONTACT DETAILS

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