



**Application Pack**  
**Careers, Progress and UCAS Leader**  
**(Temporary Maternity Cover)**

**The Becket School**

# Letter to Applicant

Dear Applicant,

Thank you for your interest in our recent advertisement for the post of Careers, Progress and UCAS Leader at the Our Lady of Lourdes Catholic Multi-Academy Trust. I have pleasure in enclosing details of the post.

## Application

If you wish to apply, please either email your application to me at [vacancies@lolcmat.co.uk](mailto:vacancies@lolcmat.co.uk) (copies of all the details are available online on our website under the 'Vacancies' section) or post your completed application form to me at the address below, together with a covering letter, clearly demonstrating your suitability for the role.

All CVs must be accompanied by a fully completed application form. **Where possible, please also provide email addresses for your referees.**

**Please ensure that you list all the subjects taken at GCSE/ A Level on your application form together with the grades obtained. You should also show the class of your degree where relevant. You may provide this information as a separate Word document if you prefer.**

## Closing Date

Please ensure your application arrives before the closing date of **Monday 3 December (9am)** Please ensure that the post for which you are applying for has been stated clearly on the application form. We are now monitoring our recruitment advertising and would be grateful if you could fill in this question on page two of the application form, stating where you first learned of this vacancy.

## Interview

Interviews for the post will take place shortly after the closing date. Please assume that if you have not heard from me within two weeks of this date, that unfortunately on this occasion your application has not been successful.

**The Our lady of Lourdes Catholic Multi-Academy Trust is committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment.**

I look forward to receiving your application.

Yours sincerely



**Di Maxwell (Mrs)**  
**HR Manager**

# Job Description

|   |   |
|---|---|
| Job Title:                              | Careers, Progress and UCAS Leader   |
| Post Objective:                         | <p>To be recognised as an expert with regards to Careers, Further Education, Higher Education and the world of work; to provide guidance to pupils in Years 7 to 13, supporting them in relevant and appropriate application processes, working closely with outside agencies and local businesses.</p> <p>To support the Post 16 Progress Leader and their team of Tutors to promote positive attitudes to learning, the highest academic standards and supporting students through their studies, providing intervention strategies where appropriate.</p> <p>To provide guidance and assistance with applications to Higher Education and the world of work.</p>   |
| Hours of Work:                          | 34.5 Hours per week, term time plus 1 week. The appointee will normally be expected to work in August each year for 2-3 days around the A level results.  |
| Salary:                                 | Band 4, SCP 21-25, (actual starting salary £16,604pa)   |
| Accountable to:                         | Deputy Headteacher  |
| Duties, Responsibilities and Key Tasks: | <ul style="list-style-type: none"><li>• Lead the Careers team by demonstrating initiative, independence and a positive can do attitude, whilst managing the team in accordance with the school's procedures.</li><li>• Manage the school's careers budget, ensuring the school receives best value through the careful negotiation of contracts and services.</li><li>• Establish successful corporate partnerships with local organisations, identifying opportunities, projects and schemes that bring about mutual benefits.</li><li>• Build and develop relationships with key Alumni, including the Becket Former Scholars association. Promote opportunities to work in collaboration and to encourage on-going support for the school.</li></ul> <p><b>Careers Guidance</b></p> <p>Delivery of a comprehensive Careers Programme throughout year 7 to 13 working closely with the school PSHCE Coordinator.</p> <p>Plan Guidance and Careers events and activities for the academic year.</p> <p>To organise Careers Fairs and visits to local Careers Fairs for KS4 students.</p> |

# Job Description

|   |   |
|---|---|
| Job Title:                              | Careers, Progress and UCAS Leader   |
| Duties, Responsibilities and Key Tasks: | <ul style="list-style-type: none"><li>Ensuring that all Year 11 pupils receive appropriate guidance with regard to post-16 opportunities at The Becket School and other appropriate Post 16 routes.</li><li>Oversee the Year 10 and Post 16 work experience programme, ensuring all students who desire a placement are supported in achieving this aim and line manage the Work Experience Co-ordinator</li></ul> <p><b><u>Post 16 Achievement</u></b></p> <ul style="list-style-type: none"><li>Supporting underachieving Post 16 students through a coordinated study skills and mentoring programme.</li><li>Liaise with the Sixth Form Progress Leader and other teaching staff to identify underachievement.</li><li>Monitor and support students' progress and to contribute to the raising of standards of attainment.</li><li>Hold one to one interviews and discussions, mentor, and assist students with the development of action plans.</li><li>Arrange and/or attend meetings with parents, whenever the need arises, to communicate the level of support individual students are receiving.</li><li>Keep records of intervention and to monitor and record outcomes.</li><li>Meet with the Post 16 Leadership team to update on individual progress.</li></ul> <p><b><u>UCAS and Other Routes</u></b></p> <ul style="list-style-type: none"><li>Ensuring that UCAS and other application procedures are followed effectively and communicated clearly to students and parents.</li><li>Developing and maintaining links with Higher Education, other guidance providers and the world of work.</li><li>Assist students with the application process for Higher Education and other routes beyond Post 16 Education into the world of work.</li><li>Ensure all career pathway opportunities are available to all students and support them through the process.</li><li>To lead on the UCAS application procedure in school and to ensure that all staff, students and parents involved are aware of current developments.</li><li>Organise Information events in school with regard to Post-16 and Higher Education; to arrange visits to Higher Education Fairs, Universities and other appropriate events.</li></ul> |

# Person Specification

| Requirements                              | Essential   | Desirable  | Demonstrated By             |
|---|---|--|-----------------------------|
| <b>1. Qualifications &amp; Training</b>   | 5 GCSEs at Grade C or above including English and Maths (or equivalent)   | Educated to A level/degree level (or able to demonstrate the ability to mentor students who are working/will be working at those levels)<br>Formal ICT Training<br>Careers Guidance training | Interview/Application form  |
| <b>2. Experience</b>                      | Experience of working in a busy admin position  | Experience of working with 11-18 students providing careers guidance and promoting positive attitudes to learning<br>Experience of mentoring Post 16 students                                | Application Form/ Interview |
| <b>3. Skills</b>                          | ICT literate: Advanced level Word (including mail merge), Outlook, Powerpoint, Excel, Google docs/Google sheets and web based applications<br>Highly organised, efficient and accurate<br>Excellent communication and | Internet Skills<br>Database skills   | Application Form / Task     |
| <b>4. Knowledge</b>                       |   | Understanding of the UCAS application process<br>Knowledge of school systems<br>Knowledge and previous use of SIMS   | Application form/ Interview |
| <b>5. Management</b>                      | Able to manage own workload<br>Ability to prioritise<br>Able to plan ahead/show initiative<br>Able to work independently  |  | Interview                   |
| <b>6. Aptitude and Personal qualities</b> | Excellent telephone manner<br>Reliable<br>Friendly and approachable<br>Professional Manner<br>Helpful<br>Able to relate well to staff, students and visitors  |  | Interview                   |



# Information for Applicants

The Becket School, is a Roman Catholic Voluntary Academy (part of the Our Lady of Lourdes Catholic Multi-Academy Trust) serving parts of the City of Nottingham, the part of Nottinghamshire south of the Trent, and the conurbations of Beeston, Stapleford and Chilwell. The Becket has 5 attached feeder schools, whose students currently represent about two thirds of the annual intake; the remaining third is made up of students from more than 20 other primary schools. In September 2009 the school relocated to new purpose built premises.

We are a very high achieving school, with very strong GCSE results at A\*-C and the highest Ebacc score in the county. At A-Level, we have had the highest average points score per student in the county for the last 5 years and each year appear in The Times newspaper's list of the top 200 schools in the country. Each year high numbers of students go on to study at Oxbridge, Russell Group universities and at Medicine and Law Schools.

We have very high expectations in terms of attendance, behaviour and uniform and as a result, our students are extremely well behaved, polite and keen to succeed. We are very proud of them all. In May 2014 The Trust's bid for teaching school status was approved, leading to the formation of 'The Nottingham Catholic Teaching School Alliance'. The Becket School is jointly leading this exciting project with Blessed Robert Widmerpool, one of our linked primary schools. The teaching school has already led to significant opportunities for our staff to develop their classroom practice and leadership skills.

## **Organisation and Structure:**

### **Academic:**

The Year 7 intake is grouped into 6 mixed ability forms. All Year 7 classroom teaching, except for Maths, English and Languages is conducted with these form groups, which continue as social units throughout the 5 years of compulsory secondary schooling. Some setting occurs in Year 8, and this becomes virtually total in Year 9. Ability setting is done on a subject department basis, mostly across half-year sub groups. The aim is to enable the individual student to find an optimum placement in each area of the curriculum, and to maximise opportunity for progress.

All Year 10 students have one week of work experience; thereafter, further work experience,

work shadowing and community service opportunities are both encouraged and structured. Our curriculum is enriched by numerous educational visits, themed days and a curriculum week in the summer term. The school is heavily over-subscribed with numbers on roll standing at approximately 1080. The school has a strong Sixth Form with student numbers of 240+ and a very high staying on rate at 16+. Over 20 different subjects are on offer at 'A' level along with General Studies and General Religious Education. The school has well prepared links with industrial management, the professions and Higher Education institutions.

### **Pastoral:**

Concern for the individual needs of students is a feature of the school which is organised to ensure that adequate care can be given to each. The Form Tutor is the central figure in the structure of pastoral care and further support is provided by the Progress Leader and the Leader of Learning. The school has a Chaplaincy Team, led by our inspirational Chaplain, which works closely within the pastoral system and supports students' contributions to Liturgical events. A 'House' system based on 'vertical' linking of form groups operates for a range of activities from fund raising for charities to sport.

**Facilities:** Our new state of the art facilities include a Sports Hall, Activity Hall, 3 all weather pitches, 6 tennis courts, sports pitches, AV Studio, Drama Studio and ICT Suites.

### **Activities:**

The school has a highly successful foreign exchange and foreign trip programme. For residential experience the school makes full use of the Diocesan Youth Centre at The Briars, Crich, Derbyshire.

The Becket is a Catholic school. Our mission is to work in partnership with parents and carers to provide an outstanding Catholic education for all our young people. This means: inspiring and motivating young people to achieve their full potential academically, spiritually, socially and in a full range of extra-curricular activities helping young people to grow in the love and knowledge of Jesus Christ, developing in young people a deep knowledge and understanding of the Catholic faith practising Gospel values, such as forgiveness and helping those in need, within our school community and in society as a whole.

# Mission Statement

The Trust's mission is:

- To provide the best education, rooted in the values of the Gospel of Jesus Christ, for our young people so that they will achieve their full potential.
- To ensure that each young person enjoys the same high quality education in terms of resourcing, tuition and care.
- To improve the effectiveness of the Trust by constantly reviewing the activities of each Academy especially in the curriculum.
- To ensure that the funding of each Academy is utilised to the best provision of education, providing value for money.
- To comply with all statutory and canonical requirements.
- To build bridges of hope between the communities in which our constituent academies exist, keeping close links with educational, faith and community partners.

