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| *Learning that Connects* |

**Appointment of**

**Business Engagement Manager (Careers Leader)**

37 hours per week, all year round

£28,221 to £31,401 pa



**Introduction from the Principal**

Dear Applicant

Thank you for your interest in the role of Business Engagement Manager at Studio West. Further details including a detailed job description and person specification are enclosed for your information. Studio West is an exciting studio school which opened in September 2014. As part of Kenton Schools Academy Trust which incorporates Kenton School, Studio West currently caters for around 200 students. Our mission is to ensure that every student who leaves Studio West does so with a university or college place, an apprenticeship or a job.

Initially opening to students aged 13-19, in September 2017, we became a full secondary school expanding to open from age 11. We are over-subscribed for year 7 and expanding rapidly due to our success. We are committed to the studio school concept of offering mainstream qualifications (including GCSEs, A Levels, and Occupational and professional qualifications), combined with an innovative and personalised curriculum for every student focused on developing key employability and life skills required by employers.

We know the key to our success will be having a strong team committed to the ethos of the school with the skills, dedication and passion to motivate and instill high expectations in every child to achieve their potential regardless of the barriers they face.

We are seeking applications for the post of Business Engagement Manager to promote a culture of work related learning which complements all students’ study of the national curriculum. The postholder will actively secure paid and unpaid work placements for all our students matched to their academic programme and which will contribute to the project based learning culture of the School. The role will also involve working closely with curriculum teams to ensure that curriculum design is closely aligned to employer and student need; fostering the development of high quality business skills in all students.

We are seeking an exceptional candidate with a proven track record of working effectively with secondary school age children/young people. A candidate who possesses both excellent interpersonal skills and a proactive and flexible approach to work. And most importantly a candidate who has the skills, knowledge and abilities to work with students and businesses to make sure the right student is matched with the right business.

In return, you will play a key role in embedding Studio West as a school of choice in the local community with the support of not only the Studio West team, but the wider Academy Trust.

If you feel you have the experience, skills and attributes to succeed as part of our team, please complete and return your application form by post or by email to hr@kenton.newcastle.sch.uk no later than 12.00 Noon on 16 November 2018. We look forward to receiving your application.

**Val Wigham**

Principal

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| Business Engagement Manager (Careers Leader)Job Description

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| **Payscale:** | N7 |
| **Responsible to:** | Principal/Deputy Principal |
| **Responsible for:** | There are no supervisory responsibilities attached to this post. |
| **Job Purpose:** | To identify, secure and co-ordinate paid and unpaid work placements and work related learning experiences for all students which integrate work experience with individual learning goals, . |

**Main responsibilities:**The following list is typical of the level of duties which the post holder will be expected to perform. It is not necessarily exhaustive and other duties of a similar type and level may be required from time to time. 1. To work with Learning Coaches and Personal Coaches to identify the work related learning needs of each student, specifically:
	1. To contribute to the development of the key stage 3 work simulation programme, developing and co-ordinating an annual programme of business liaison events.
	2. To ensure that all key stage 4 students have access to a work placement linked to individual curriculum needs of one day per fortnight.
	3. To be accountable for sourcing a minimum of two days’ paid relevant work experience linked to individual curriculum needs for all post 16 students.
2. To develop effective relationships with local businesses to source a range of paid and unpaid work placements and work related learning opportunities.
3. To work with local businesses to arrange visiting speakers and work related learning experiences and events.
4. To provide advice and guidance to students with regard to their work related learning needs.
5. To ensure that all work placements and work related learning experiences are risk assessed and that any health and safety, personal protective equipment and insurance requirements are met.
6. To monitor and evaluate the impact of work placement and/or work related learning activities to ensure they meet the needs of the students and their curriculum requirements, and to address issues or source alternative placements where these needs are not being met.
7. To obtain appropriate approval and maintain effective records, including co-ordinating consent from parents/carers to engage students on work placement where required.
8. To arrange transport where necessary and to take responsibility for students whilst out of school on visits. To maintain regular and effective communication with parents/carers on individual student progress.
9. To be accountable for a small budget (e.g. purchase of personal protective equipment, travel expenses).
10. To act as the designated school Careers Leader, keeping abreast of best practice in work related learning and to network and share good practice with other schools and related organisations.
11. To contribute to the assessment and reporting of student progress related to work related learning in line with school policies.
12. To maintain destination data for all school leavers.
13. To regularly audit the school against the Gatsby Benchmarks, setting an action plan to ensure the eight measures are fully met.
14. To comply and assist with the development of policies and procedures relating to child protection/safeguarding, health, safety and security, confidentiality and data protection, reporting concerns to an appropriate person.
15. To promote and implement the school’s equal opportunities policies in all aspects of employment and service delivery.

 Business Engagement Manager (Careers Leader)

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| **Person Specification** | **Essential or Desirable** | **Assessed**A: ApplicationI: Interview |
| **Education/Qualifications** |  |  |
| A degree level qualification or able to demonstrate evidence of commensurate work experience/knowledge. | E | A |
| A current First Aid certificate or be willing to work towards | E | A |
| Relevant degree level or professional qualification  | D | A |
| **Experience** |  |  |
| A proven track record of working effectively with secondary age children/young people. | E | A/I |
| Experience in industry/either as an employee or running own business. | D | A/I |
| Experience working in a secondary school environment. | D | A/I |
| Experience advising, guiding, coaching children/young people. | D | A/I |
| A proven track record of developing and maintaining effective relationships with other agencies and/or local businesses. | D | A/I |
| Previous experience conducting risk assessments. | D | A/I |
| **Knowledge and Skills** |  |  |
| Ability to establish and develop professional and effective relationships with adults and young people. | E | A/I |
| Effective ICT and organisational skills with the ability to prioritise effectively to meet deadlines. | E | I |
| Ability to work using own initiative with minimal supervision. | E | I |
| Ability to set consistently high expectations for all students.  | E | I |
| Knowledge of National Curriculum requirements for studio school students.  | D | I |
| Ability to gain knowledge of National Curriculum requirements. | E | I |
| Knowledge of the Gatsby Benchmarks | D | I |
| Ability to gain knowledge of the Gatsby Benchmarks | E | I |
| Knowledge of the DfE Careers Strategy | D | I |
| Ability to gain knowledge of the DfE Careers Strategy | E | I |
| Knowledge of health and safety legislation. | D | I |
| Ability to gain knowledge of health and safety legislation and requirements for students out of school. | E | I |
| **Personal Attributes** |  |  |
| Appropriate behaviour and attitude towards safeguarding and promoting the welfare of children and young people. | E | A/I |
| Tactful and diplomatic. | E | I |
| Flexible and reflective in practice. | E | A/I |
| Committed to equality and diversity. | E | I |
| Committed to own professional development. | E | I |
| Passionate about role and Studio School concept. | E | I |
| **Additional Requirements**  |  |  |
| Full driving licence with access to a car to use for work purposes (casual user mileage allowance will apply). | E |  |
| Satisfactory Disclosure and Barring Service check at Enhanced Level and Children’s Barred List check | E |  |
| Satisfactory medical clearance | E |  |
| Proof of qualifications | E |  |
| Two satisfactory references from current and previous employers (or education establishment if not in employment) | E |  |

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**Additional Information for Applicants**

**Terms and Conditions**

The conditions of service applicable to the post are those determined by the National Joint Council for Local Government Services (the National Agreement) and locally agreed terms and conditions.

**Working Hours**

The working hours for this post are 37 hours per week. Normal working hours are Monday to Thursday 8 am to 4 pm and Fridays 8 am to 3.30 pm with a 30 minute unpaid lunch break each day.

**Annual Leave Entitlement**

The annual leave entitlement for the post is 23 days plus 8 public holidays rising to 28 days plus 8 public holidays on completion of 5 years’ or more continuous Trust or local government service.

**Pay and Grading**

The grade of the post is N7, equivalent to local government pay spine points 31 - 35, with current corresponding full time salary of £28,221 to £31,401 pa.

**Probationary Period**

New entrants to Kenton Schools Academy Trust are subject to a six month probationary period.

**Safeguarding**

Kenton Schools Academy Trust is committed to safeguarding and promoting the welfare of children and young people in all our schools and expects all staff and volunteers to share this commitment. We are fully committed to ensuring that consistent effective safeguarding procedures are in place to support families, children and staff at school.

**Equal Opportunities**

The school is opposed to any form of unfair discrimination and is publicly committed to be an equal opportunity employer.

**Pension Scheme**

On appointment, new associate staff will be automatically joined into the Local Government Pension Scheme (unless they choose to opt out). Further information can be found at [www.twpf.info](http://www.twpf.info).

**Application Process**

Completed application forms should be forwarded by email to hr@kenton.newcastle.sch.uk or by post to: Human Resources, Kenton Schools Academy Trust, Drayton Road, Newcastle upon Tyne, NE3 3RU. Tel: 0191 214 2200

**Closing date: 12.00 Noon on 16 November 2018**