Abbeyfield School
Ambitious to Achieve

Careers Lead

Our Values

Respect
Resilience
Honesty
Responsibility
Creativity
Independence

ABBEYFIELD SCHOOL
Creative Education Trust



Dear Colleague

Thank you for your interest in the post of Careers Lead at Abbeyfield School.

I joined Abbeyfield School as Principal in September 2018 and feel very privileged and proud to be part of a school community of dedicated staff and rewarding young people. Through teamwork and a shared desire to support and challenge every student in order for them to achieve their personal best, we are building on the 2016 OFSTED 'good' judgement and the very pleasing 2018 outcomes. We have high expectations and aspirations of ourselves and of our students. Our Quality First Teaching Charter ensures a focus on the quality teaching and learning. Alongside academic achievement we place a very high value on students' social and personal development, equipping them with the life and employability skills needed for successful adulthood.

Abbeyfield School is looking for an ambitious, experienced, committed and energetic professional who shares our vision and values and can support the aims and ethos of the school and Creative Education Trust. This is an exciting opportunity to work with colleagues to make a significant difference to the next stage of our journey. There is a real commitment to professional development within the school and the Trust making this is an ideal post for a colleague looking to develop a career within the school environment.

We, like all schools in the Trust pursue a rigorous and continuous programme of educational improvement, alongside an aim to provide pupils with a rich programme of co-curricular activities. Abbeyfield offers a varied diet of curriculum and enrichment opportunities and students benefit from Trust organised events such as the key concept launch days, debate and essay writing competitions and our annual days of Shakespeare performance and the Day of Sport. We are often the host school for these events to allow students to work in a professional theatre space. We are keen to expand further on the opportunities we provide for students to develop their creativity, resilience and independence.

High expectations for behaviour for learning is supported by a fantastic team of Year Heads and a behaviour team of 7 non-teaching staff. There is a strong emphasis on restorative justice and praise alongside a rigorous sanction ladder.

I am passionate about students and staff having the opportunity to influence the future of the school. 'Ambitious to Achieve' was proposed by a Year 12 student and our new school values are the outcome of a student and staff vote.

We believe Abbeyfield is a very special place to work and we are excited about the future. If you are passionate about what we are trying to achieve then I look forward to receiving your application.

Kind Regards,
Siona Robson, Principal

You can find out more at:
www.creativeeducationtrust.org.uk





ABOUT CREATIVE EDUCATION TRUST

Creative Education Trust inspires and enables young people to build successful lives on foundations of learning, resilience and employability. We believe that a rewarding educational experience and the highest possible qualifications are the best way to ensure social mobility for young people.

Creative Education Trust is a growing multi-academy trust educating over 13,000 children in England. It was established in 2010 and has successfully transformed schools in England's post-industrial cities and coastal towns: areas of economic disadvantage and with a history of academic underachievement.

Creative Education Trust defines creativity as the ability to find connections between the things we know and turn these connections into new ideas and action. The academic arts and the sciences, practical subjects and life skills all need this creativity, and creativity is valued highly by employers. Our unique Knowledge Connected approach teaches pupils to analyse and understand their curriculum of study through the application of six key concepts.

You can watch a short video on what it means to be part of Creative Education Trust, illustrating our 'Knowledge Connected' approach to learning. **www.youtube.com/user/creedacad.**



Our aims for our students are to:

- ★ Raise their attainment in exams and tests through outstanding teaching
- ★ Make them intellectually curious with a sense of confidence
- ★ Increase their participation in HE, FE and apprenticeships
- ★ Ensure they have employable skills and attitudes
- ★ Create rounded individuals through a wide choice of co-curricular activities



We are achieving our aims through:

- ★ Educational rigour
- ★ Organisational effectiveness
- ★ Financial efficiency
- ★ Partnership & recognition of local identity
- ★ Respect for autonomous leadership
- ★ Quality not quantity
- ★ Promoting practical creativity

You can find out more at:
www.creativeeducationtrust.org.uk

ABOUT ABBEYFIELD SCHOOL





We are a popular mixed secondary school, catering for children between the ages of 11 and 18 years located in Northampton.

Since September 2012 we have been part of the Creative Education Trust. This has enabled the school to rigorously pursue rapid improvement for the children we teach.

The school boasts outstanding facilities in a modern well-kept stimulating environment.

Our facilities include:

- Sports fields, netball courts, basketball courts, a gym and full size sports hall
- Use of Goals, a purpose built 5-a-side football venue adjacent to our site
- Fitness Suite with sound system
- Dance studios with sound system and mirrored walls;
- Super Learning Centre providing the opportunity for collaborative teaching and learning
- Science Lecture Theatre for demonstrations or large group seminars
- Professional 280 seat theatre complete with tiered seating.
- Interactive whiteboards in every classroom;
- Modern, glass fronted , open-plan learning resource centre
- Accommodation available for staff with a number of en-suite rooms





Summary of Abbeyfield School's Progress Scores in 2017:

- Progress 8 score: **+0.17**
- Attainment 8 score 45.5
- **71% of students achieving 4+ English & Maths**
- **47% of students achieving 5+ English & Maths**

To see full details of the school performance data please visit:
https://www.compare-school-performance.service.gov.uk/school/138858/abbeyfield-school

SUPPORT FOR OUR STAFF



We are committed to providing our staff with the highest quality support and challenge to ensure that we excel and give our students the opportunities and provision they deserve. Senior leaders are encouraged where possible to sit on the academy council of another CET school which is a very valuable experience.

Each of the Creative Education Trust's schools benefits from a comprehensive programme of support and challenge, including working with former HMIs.



Creative Education Trust places a strong emphasis on CPD for teachers and for senior and middle leaders. They run a regular programme of training events to improve teaching performance and also provide focused management development and one-to-one coaching opportunities. Many of our cover supervisors have gone on to enjoy successful teaching careers.

The school is supported by an experienced Head Office team, who are available to advise on financial planning, audit, HR, legal and property matters either directly or by referral to our professional advisors.

There are also a number of cross-group, phase leader and year-specific forums to facilitate collaboration across the schools.



You can find out more at:
www.creativeeducationtrust.org.uk

Careers Lead
JOB DESCRIPTION

LOCATION
Abbeyfield School, Northampton

SALARY
NJC Grade H Points 14 - 20 (£22,462 - £25,295) per annum, pro rata
Part time (Up to 10 hours per week – specific hours and working days to be agreed with successful candidate), Term time only
Fixed Term from 12th April 2021 – 22nd July 2022

THE ROLE
To be the named person for careers and all careers related events, experiences and learning.
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REPORTING LINES
The post will report to the Attendance Manager.

CAREERS

- Arrange careers guidance interviews and mock interviews.
- Coordinate apprenticeship workshops, business networking events and workplace experiences for students.
- Lead on any other relevant careers related events.
- Liaise with relevant staff regarding work related learning across the school and upcoming events. This includes the planning and preparation of the Key Life Skills Careers modules.
- Ensure the provision meets the Gatsby Benchmarks.
- Develop and maintain links with business and community partners.
- Maintain tracking and reporting of data for the activity uptake and post-16 intended destination data.
- Remain up-to-date with current developments within careers education, information, advice and guidance (CEIAG) and use this to inform collaborative school planning.

ADMINISTRATION

- Keep records of events held and student participation
- Complete relevant work experience/trip paperwork as necessary
- Liaise with the finance team regarding any funding requirements
- Provide regular reports of students accessing careers related provisions.

SCHOOL ETHOS AND COMMUNITY

- Proactively promote the school values and mission statement fostering an atmosphere of respect, recognition, celebration and mutual support in the school.
- Support the personal development of all students and contribute to maintaining a caring climate in which self-confidence, self-respect and social responsibility are encouraged.
- Contribute to the wider life of the school
- Support a high-quality pastoral structure so that all students fulfil their potential.
- To be aware of and comply with policies and procedures relating to child protection, equal opportunities, health, safety, security, confidentiality and data protection, reporting any concerns to the appropriate person in order to maintain a safe and secure learning environment for pupils.
- Maintain an environment which feels safe and enables students to report any concerns or complaints.
- Handle sensitive matters discretely and confidentially at all times.
- Respond and adapt to change as required.

This job description reflects the major tasks to be carried out by the post holder and identifies the level of responsibility at which they will be required to work. In the interests of effective working, the major tasks will be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.

PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
QUALIFICATIONS	• GCSE English, Maths and Science or equivalent qualification • Evidence of continued professional development and expectation of willingness to source and access information to upskill.	• A Level or equivalent qualification • Degree level qualification of demonstrable CPD
EXPERIENCE	• Experience of working within a school environment • Keeping of clear and concise records • Creating accurate reports • Liaising with external agencies • All round administration experience • Dealing with complex tasks • Working to and developing procedures • Interpreting and analysing data	• Experience of working within a careers related role • Experience of working with young people and families
KNOWLEDGE AND UNDERSTANDING	• Confident ICT user, to include Microsoft Office and Excel • Ability to manage own workload and prioritise to meet deadlines	• Sound knowledge of the education system
SKILLS AND PERSONAL ATTRIBUTES	• Excellent communication skills, both written and oral with the ability to interact effectively with a variety of audiences. • Flexible and adaptable • Able to establish and maintain effective working relationships • Strong organisational skills, an eye for detail and ability to meet deadlines • Problem solver, able to make appropriate decisions • Ability to work as part of a team and on own initiative • Self-motivating with the ability to multi-task	• Knowledge of the university application process • Knowledge of apprenticeships • Knowledge of local 16+ education establishments
EQUAL OPPORTUNITIES	• A demonstrable commitment to supporting and promoting safeguarding, student welfare, equality and diversity	
SAFEGUARDING	• A commitment to follow all requirements, training and adhere to all policies ensuring and promoting the safeguarding and welfare of student's	
OTHER REQUIREMENTS	• High expectations for every pupil and a proven track record of making a difference to the learning and experiences of pupils inside and outside the classroom.	

Creative Education Trust is committed to safeguarding and promoting the welfare of our children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to undertake relevant safeguarding checks in line with Government safer recruitment guidelines.