Skinners' academy

Careers Lead with Responsibility for Post 16 Study Area

Information for candidates

August 2024

We reserve the right to make an appointment before the closing date, so early applications are encouraged.

Introduction from the Principal

Dear Applicant,

Our Vision: *"Be the best you can"*- this is what we ask of our pupils and our staff.

We are committed to providing the very best educational experience for our young people and invite applicants who share this commitment and want to be a part of our success story. We believe in the power of the curriculum and so intentionally have the following at the core of our practice:

- A pragmatic approach to pedagogical practice that reduces teacher workload.
- Teaching powerful knowledge rather than parroting the knowledge of the powerful.
- CPD which is rooted in the best educational research, often with a foundation in cognitive science.

The Academy is on a journey from Good to Great and this has been confirmed by Ofsted in May 2022; *"leaders and governors remain focused on doing the right things to improve the school further. They have developed an ambitious and clear long-term plan that outlines how they will reach their vision".*

About You

- You can motivate and inspire pupils to build on their current achievements.
- You have excellent interpersonal skills and a commitment to collaborative working.
- You are committed to working in an inner-city school and believe that such schools should provide the best possible environment for academic success and personal development.
- You have an excellent track record of outstanding teaching across Key Stages 3 to 5.
- You are resilient and have a great sense of humour, as you never give up.

About Us

- Reconfirmed as a 'Good' school by Ofsted in May 2022.
- We provide a world class education for boys and girls aged 11-19, in a modern state of the art building that opened in September 2010.
- We provide a welcoming, caring and stimulating environment with excellent teaching facilities.
- We have pupils who strive to maximise their achievement and are fully supported by parents who work with us in partnership.
- We have excellent transport links; 5-minute walk from the bus stop or 7-minute walk from Manor House tube station which serves the Piccadilly Line.
- We have high-quality teaching staff who are fully committed to supporting pupils' academic and personal development.
- We offer excellent opportunities for your own professional development.
- We believe qualifications open doors but are only part of the story. All children deserve a full rounded education.

Thank you for your interest in our Academy. I look forward to receiving your application.

Shereka James
Principal
Skinners' Academy

Our Mission

Our Mission

The Principal and Governors at Skinners' Academy believe that all children will be the best they can by working in active partnership with the Academy to achieve excellence for themselves and the wider community. The Academy will provide the necessary prerequisite skills, knowledge and experiences for children to ensure they have the opportunities to succeed. Not only will our young people be successful and productive citizens, but they will also be a source of influence in the society that they live in, ensuring that they make sustainable and authentic contributions for future generations.

Our Values

- **Be Curious** - We will ask the right questions, learn from others and look for ways to work smarter.
- **Be Cooperative** - We will work in partnership with others to achieve our goals.
- **Be Determined -** We will see challenges as obstacles that we can overcome. We will not give up.
- **Be Kind -** We will be generous with our time and resources; we will show empathy.
- **Be Respectful** - We are committed to upholding the values of equality and inclusion. We will not tolerate prejudice in any form.
- **Be Outstanding** - Exceptionally good; this is what we strive for 100% of the time.

Our Specialism

In our commitment to ensuring that our young people are not only prepared for every step of their learning journey but that they also have the agency to influence their future, we believe that Enterprise forms a crucial role in realising this. As an Academy, we will ensure that students understand the skills of Enterprise and that they can use these effectively to carve out their desired futures.

"Enterprise is about motivating young people to learn and excel in their education and to see the relevance of their studies. It is more than the creation of entrepreneurs, it is about a can-do and positive attitude and equipping people with the confidence to develop ambitious career and vocational interests. Enterprise therefore supports the development of a wide range of work and professional skills and capabilities, including resilience, risk taking, creativity and innovation, as well as a self-belief that starting a business is a viable career choice and one of the most exciting and challenging things a person will ever do."

- Lord Young 2014

Skinners' Academies Trust

Skinners' Academies Trust is a new, collaborative Trust of five high-performing schools in Kent and London working together to improve outcomes for all our students. Launched in September 2023, the Trust educates a total of 4,500 students across primary and secondary phases and both comprehensive and selective schools.

The Trust builds on the longstanding collaboration and shared values across the family of schools supported by The Skinners' Company, one of the Great Twelve Livery Companies of the City of London. The Company is a major not-for-profit organisation with a well-established reputation for philanthropy dating back some 700 years. Education is a core charitable purpose and its schools aspire to provide all their young people with the opportunity to make the most of their talents and fulfil their potential.

Skinners' Academies Trust's mission is to provide it's young people with the opportunity to make the most of their talents and fulfil their potential. To do that they ensure that each school has first-class teaching, management and leadership, and are supported and held to account by high-quality governing bodies.

Skinners' Academies Trust: Professional Development

Skinners' Academies Trust are committed to investing in our people and as such offer a high-quality suite of professional development opportunities for all our teachers. Everyone at the Trust is committed to being a reflective practitioner, open to learning and motivated to keep getting better.

We know that professional development for our people will lead to impact in our schools. The five pillars of our offer are designed to offer opportunities to all our staff, to support our vision for an excellent education in all our schools and to have a clear impact on outcomes for all our pupils.

Chartered College of Teaching membership: Open to all

All teaching staff are given full membership to the Chartered College of Teaching. This gives them access to a range of resources including research papers, articles, lesson videos and the quarterly journal, *Impact*; and opportunities to participate in CCT courses or become a Research Champion.

Research-led networking opportunities: Open to all

The Trust-wide book group meets online each half term to explore an education-based text and discuss the implications on classroom practice. Copies of the book are free to members.

Our Research Enthusiasts group similarly meets each half term. It offers teachers from across the Trust, with a passion for evidence-informed practice, the opportunity to debate a range of research and its implications for classroom practice and student outcomes.

Development for middle leaders: Open to aspiring and existing middle leaders

Our bespoke Middle Leadership Programme is a 10-month course designed and delivered internally for those at the start of their leadership journey. Throughout the course we explore evidence and good practice around effective leadership, use of data, managing teams and how to implement improvement. All participants are allocated a mentor who supports them throughout the course, and get to visit each Trust school over the course of the year.

Subject-specific collaboration: Open to subject leads and subject based TLR holders

We have established Subject Communities for English, Maths, Science and MFL, enabling improvement at subject level the Trust through collaboration between subject leads and shared good practice. This gives heads of department an exciting chance to experience and learn from a range of practice across all our schools.

SLT Community of Practice: Open to senior leaders

All senior leaders across the Trust are members of our SLT Community of Practice, giving them the opportunity to share good practice in school improvement. Leaders participate in visits to Trust schools, hear from external experts and provide professional and supportive critique to one another.

NEW for 24/25: Purposeful Practice Programme: Open to all

Rooted in the best available evidence, this programme provides an opportunity for teachers at all levels to refine and hone their craft. Focusing on granular, high impact teaching strategies, participants will observe these in action before engaging in analysis and review and then planning to incorporate them into their own practice. This is a unique programme to SAT and an exciting opportunity for all practitioners.

Staff Rewards and Benefits

Annual Season Ticket Loans

Staff members can apply for an annual season ticket loan where the cost of the season ticket is spread over 10 monthly payments, interest free.

Cyclescheme

Skinners' Academy is a registered employer of the Cyclescheme which is the UK's most popular Cycle to Work benefit, providing staff members with the opportunity to purchase a bike of their choice, tax free. Staff can save 25-39% of the cost of a new bike and accessories whilst also spreading the cost. Payments are deducted via payroll over a term of 12 months.

CycleScheme has also launched the UK's first Cycle to Work scheme for City Bike Hire, which is perfect if you can't have a bike of your own or if you want a multi-modal commute.

City Bike Hire enables staff to save 32-42% on the cost of bike hire membership. Cyclescheme has partnered with Santander and Brompton, with more exciting partnerships coming soon.

Discounted Mortgages for Teachers

Endorsed by the NEU, Teachers Building Society was established specifically to help teachers with smaller deposits buy their very first home. As the only building society dedicated to teacher lending, they not only reserve their best (cheapest) mortgage deals especially for teachers, but they also use their expert understanding of the education industry to make the home buying process as smooth and simple for teachers as possible. Buying a property with someone else? No problem, only one applicant needs to be a teacher.

Electric Car Salary Sacrifice Scheme

Skinners' Academy has partnered with a leading company in the field, WeVee, who provide a scheme designed to save Academy staff money on the cost of a brand new car, whilst simultaneously cleaning up the air in the community and leading to a reduction in the carbon footprint, by helping you switch to electric.

By lowering your Income Tax and National Insurance payments, you can save you up to half your motoring costs and a designated Account Manager is available to provide answers to any bespoke queries you may have.

Employee Assistance Programme

Our Employee Assistance Programme (EAP) is a package of emotional and practical support that provides the following:

- A range of counselling options including telephone, online or face-to-face sessions, and a mindfulness module.
- A dedicated coaching service for line managers, aimed at developing soft skills and building confidence for handling challenging situations.
- Financial, legal and practical support from qualified professionals on a range of personal issues.
- Access to online health and wellbeing resources and a specialist information service.
- This free service is confidential and can be used to support staff with any personal or work-related issues that may be affecting their wellbeing.

Gift Vouchers for 100% Attendance

We really value staff commitment to each working day and as a token of this, each term, staff members who have achieved 100% attendance participate in a prize draw, offering them the prospect of winning £100 worth of LOVE2SHOP vouchers which is accepted in over 20,000 stores, restaurants and attractions.

Local Café Discount

One of our local cafés, 215 Hackney kindly offers all Skinners' Academy staff a 15% discount on food and drinks upon presentation of their staff ID card.
They are a casual café and restaurant serving Middle Eastern breakfast, brunch/lunch and dinner with an East London Twist.

London Borough of Hackney School Staff Offers

All employees of London Borough of Hackney schools can register for the borough's savings and discounts scheme where employees can enjoy 100's of offers on big name brands such as BT Broadband and supermarket digital gift cards. Employees can register for free using their school email address and Scheme ID Number.

Staff Rewards and Benefits

Pension Scheme Contributions

We pay in a high percentage of monthly contributions for Teaching Staff (Teachers' Pension Scheme) and Support Staff (Local Government Pension Scheme) members enrolled in these pension schemes.

Running Club

Skinners' Running Club gives staff the opportunity to get active and join other runners within the Academy along a route which passes a climbing castle and sailing club, with beautiful views. All staff are welcome to join in, every Tuesday after the Academy day.

Social Events

The Skinners' Social Committee helps to connect staff during this challenging time by organising lively staff social events to ensure that staff get the opportunity to unwind and enjoy a well-deserved break from work.

Staff Wellbeing

Regular guided mindfulness meditation takes place remotely via the Skinners' Academy All Staff Wellbeing Channel in MS Teams.

Regular Wellbeing Audits occur throughout the year, followed by a Wellbeing Action Plan, giving opportunities for staff, students and parents to suggest strategies that would positively impact wellbeing.

We encourage a culture of celebrating each other. 'Staff Shout Outs' can be sent via a link for members of staff to nominate a colleague they particularly want to celebrate each week.

Home & Tech

Home & Tech, previously known as the Techscheme, is the smart way to buy and save on home and tech products. Powered by Apple and Currys, this benefit lets staff members choose from over 5,000 tech products from tablets and televisions, fitness trackers and phones, to games consoles and kitchen appliances. More recently, the home furnishings retailer, Ikea, has also been added as a redemption partner. Staff can spread the cost of purchases from their salary via a salary sacrifice across 12 months and make a National Insurance saving of up to 12%. Further details of the scheme can be found by visiting: https://www.techscheme.co.uk/68147f9

Job Profile

POST: Careers Lead with Responsibility for Post 16 Study Area

GRADE: Scale SO1, Spine Point Range 29 - 31
£35,141 - £37,080 FTE
£30,588 - £32,588 pro rata

HOURS: Full Time, 36 hours per week
Term Time + 1 Week (40 weeks per year)

RESPONISBLE TO: Assistant Principal

JOB SUMMARY

- To provide positive and dynamic leadership in all areas relating to careers with the aim of preparing all our pupils for future success in education, employment or training.
- To work within the sixth form team area to promote a calm and purposeful learning environment.
- Being qualified to a Level 6 Diploma standard, the Careers & Employability Leader would be desirable.

The duties outlined in this job description may be modified by the Principal, to reflect or anticipate changes in the job, commensurate with the salary and job title.

MAIN ACTIVITIES AND RESPONSIBILITIES

- Organising, running and facilitating careers related events.
- alongside advisors, heads of year and the sixth form team (as applicable), assisting students with subject-choices (at GCSE, A-Level and post-18) which inform educational and career progression.
- facilitating work experience placements and continually building relationships and partnerships with local, national and international organisations.
- providing unbiased awareness-raising opportunities and exposure to a range of progression and careers information/opportunities.
- assisting with the development of essential career skills such as CV and application writing as well as recruitment processes (involving interviews and assessment centres).
- To work alongside Heads of Departments, establishing how they communicate careers in their curriculum area to their pupils and working together to strengthen this further.
- Managing the day-to-day administration and working environment of the Sixth Form independent study space.

MAIN RESPONSIBILITIES

The post holder will be based in the sixth form centre and will work closely with the sixth form team. They will be required to work from the sixth form study area and to maintain a calm and purposeful working environment for sixth form students during their study periods. The post holder will deliver high quality careers provision with regards to the eight Gatsby Benchmarks and will:

- ensure the provision and continual development of high-quality careers and work experience guidance and opportunities which are in line with best practice;
- guide policies, practices and targets related to careers and progression choices and work experience;
- organise and run the Academy's work experience programmes (for Year 10 pupils and Year 12 students)
- capture / record the careers (and personal development) experiences of pupils
- keep abreast of and clearly communicate labour market information (and how to access it) - beneficial for students (and parents) in understanding careers prospects
- engage with employers to build up a bank of potential career experience placements, in a range of fields including those deemed competitive
- to hold careers guidance and school leaver 1:1 appointments with year 11 and sixth form pupils
- create an engaging programme of National Careers Week activities for pupils throughout the Academy
- work alongside departments to support and enhance the delivery of careers in the curriculum (Gatsby Benchmark 4)

Job Profile

- work alongside the heads of school (lower, upper and sixth form) to contribute to the PSHCE programme – both within the careers syllabus and any additional content as required. Create and provide content to be delivered by advisors – that align with the eight Gatsby Benchmarks
- oversee the coordination of careers guidance interviews for pupils to secure positive and appropriate destinations at the end of Year 11 and work alongside the data manager and head of upper school in relation to the destinations data collection process
- independently and alongside the head of pupil and parent engagement – publicise the careers provision to parents so they can be an ally in supporting their child/ren
- start the process towards creating a Skinners' Academy alumni
- Academy policies and procedures, in particular in relation to Health and Safety, safeguarding and child protection and national guidance for best practice within work related learning opportunities;
- attend meetings where relevant – including the multidisciplinary (MDM) meeting with pastoral leaders; the sixth form team meeting - and integrate the work of the department with other sections of the School;
- manage the Careers budget
- Report (when appropriate) to the Senior Leadership Team and Governors on Careers matters.
- Be aware of and act within the Academy's Health & Safety Policy.

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the postholder will carry out. They may be required to do other duties appropriate to the level of the role, as directed by the Principal.

KEY ORGANISATIONAL OBJECTIVES

The postholder will contribute to the Academy's objectives in service delivery by:

- Following Health and Safety requirements and initiatives as directed.
- Ensuring compliance with Data Protection legislation.
- At all times operating within the Academy's Equalities policies, demonstrating commitment and contribution to improving standards for students as appropriate.
- Attend Governing Body staff meetings.
- Participate in staff training and development.
- Develop links with Governors, LEAs and neighbouring schools/Academies.
- Adopting Customer Care and Quality initiatives.
- Contributing to the maintenance of a caring and stimulating environment for your people.
- Adhere at all times to professional business standards of dress, courtesy and efficiency in line with the ethos and specialism of the Academy.

CONDITIONS OF SERVICE

Governed by the National Agreement on Pay and Conditions of Service, supplemented by local conditions as agreed by the Governing Body.

SPECIAL CONDITIONS OF SERVICE

Because of the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended. Candidates are required to give details of any convictions on their application form and are expected to disclose such information at the appointment interview.

This post allows substantial access to children, candidates are required to comply with Academy procedures in relation to DBS checks. If candidates are successful in their application prior to taking up post, they will be required to give written permission to the Academy to ascertain details from the Disclosure and Barring Service (DBS) regarding any convictions against them and, as appropriate the nature of such convictions.

EQUAL OPPORTUNITIES

The postholder will be expected to carry out all duties in the context of and in compliance with the Academy Equalities Policies.

Person Specification

Qualifications	Essential	Desirable
Educated to degree level or equivalent	✓	
L6 (or above) qualification in career guidance and development		✓

Knowledge, Skills & Experience	Essential	Desirable
Experience establishing successful working relationships with students	✓	
Comfortable working with young people and having high expectations of their conduct	✓	
Good working knowledge of the Gatsby benchmarks	✓	
Experience of a CEIAG / careers lead / head of careers and/or recruitment position	✓	
Experience of (career) coaching, a skill you can apply in your work with pupils		✓
Experience building and maintaining effective working relationships with external agencies	✓	
Ability to use ICT effectively	✓	
Good administrative, organisational and computer skills	✓	
Excellent communication and ease with public speaking	✓	
Experience of working in an education setting		✓
Must be well organised	✓	
Must be well presented	✓	

Behaviours	Essential	Desirable
Personal		
Genuine passion for and a belief in the potential of every pupil - “be the best you can”	✓	
Ability to work hard under pressure while maintaining a positive, professional attitude	✓	
Positive attitude to collaboration and to working independently	✓	
Ability to organise and prioritise workload and work on own initiative	✓	
Commitment to personal career development	✓	
Understanding of the importance of confidentiality and discretion	✓	

Equal Opportunities	Essential	Desirable
Understanding of different social backgrounds of pupils	✓	
Understanding the needs of pupils and the appropriate policies and strategies to support them	✓	
Understand the needs of pupils of differing academic abilities	✓	

Application and candidate selection process: our candidate charter

We want every candidate to have an informed, engaging and positive experience, and to support this we've created our Candidate Charter which outlines our commitment to you.

We will:

- provide you with clear, accurate and timely information;
- give you the opportunity to ask questions – and we will ensure you get the answers you need;
- respond to enquiries promptly and usually within 24 hours during the working week;
- adopt a fair and consistent assessment process;
- make sure you have all the documentation and details you need for an interview, well in advance;
- provide you with real insight about what it's like to be part of our team;
- ensure all offers are fair and equitable; and
- seek feedback on your experience at every opportunity, so we can continue to improve.

In return we ask that you:

- be honest and upfront about your experience, aspirations and motivations;
- provide open and accurate information when submitting an application;
- always give yourself the best opportunity to succeed – research who we are and how we work;
- let us know if situations change in relation to your interest – and help us understand why; and
- prepare yourself for interview and let us know how we can support you.

Our commitment to you:

- **Transparency** We will treat you with respect, honesty and fairness
- **Protecting your privacy** We will ensure your information is secure and handled sensitively
- **Understanding You** will be given everything you need to make informed decisions
- **Showcasing talent** We will provide a good
- opportunity for you to share your skills, experience and potential
- **Feedback** We will provide constructive feedback professionally and promptly
- **Listening** We welcome feedback and we'll act on what you have to share
- **Inclusivity** Our hiring decisions align with our commitment to create a high-quality, diverse workforce.

Safer recruitment in education: information for applicants

Skinners' Academy is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to demonstrate this commitment in every aspect of their work.

The aims of our Safer Recruitment Procedures are to help deter, reject or identify people who might abuse children or are otherwise unsuited to working with them.

What we will provide

All applicants for all vacant posts will be provided with:

- a job profile outlining the duties of the post, including safeguarding responsibilities;
- a person specification which will include a specific reference to suitability to work with children; and
- Skinners' Academy application form

All applicants for employment will be required to complete this application form, containing questions about their academic and full employment history and their suitability for the role.

In addition, all applicants are required to account for any gaps or discrepancies in employment history.

Interviews

At least one member of each interview panel will have completed Safer Recruitment Training. The selection process for every post will include exploration of the candidate's understanding of child safeguarding issues.

References

References will be requested at the selection stage directly from the referee. They will be asked about:

- the referee's relationship with the candidate;
- details of the applicant's current post and salary;
- performance history and conduct;
- any disciplinary action involving the safety and welfare
- of children, including any in which the sanction has expired;
- details of any substantiated allegations or concerns relating to the safety and welfare of children; and
- whether the referee has any reservations as to the candidate's suitability to work with children.

If the referee has any reservations, the Trust/Academy will ask for specific details of the concerns and the reasons why the referee believes the candidate may be unsuitable to work with children.

We will also carry out online searches for all shortlisted candidates to identify any incidents or issues, related to suitability to work with children.

Pre-employment checks

- an enhanced DBS check is required for all successful applicants;
- prohibition and overseas checks will also be completed if necessary.

How to Apply

The closing date for applications is **Monday 2nd September 2024 at 9am** with interviews commencing in the week beginning **Monday 9th September 2024.**

- Application forms must be completed in full and applicants should directly address the skills and experience outlined in the person specification
- Further information about the role and an application form can be found on our TES page.

For more information about this position, or to have a confidential discussion about the role, please contact recruitment@skinnersacademy.org.uk.

We look forward to hearing from you.

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