

# Careers Officer

0.9 Term Time Only

## The BRIT School

An exciting opportunity has arisen for someone to take on the role of Careers Officer within our well-established Careers team. We are looking for a highly motivated and experienced careers practitioner with knowledge and understanding of progression routes in Performing and Creative Arts to work in this busy, unique and varied department. The successful candidate will be enthusiastic, innovative and instrumental in delivering the school's Careers Programme while providing quality careers information, advice and guidance to staff and students.

The BRIT School is a unique institution offering specialist education in the arts and related technologies, alongside the full range of National Curriculum subjects. It is sponsored by the British Record Industry and has a unique relationship with the performing arts industries. The BRIT School runs a five Term academic year with some school holidays falling at different times to the usual Local Authority school breaks. Please see our website for further details of our term dates.

# Careers Officer

## The BRIT School

### Applicant Information Pack

#### Closing date

24th January 2021 (Midnight)

#### Interview date

1st February 2021

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### Job Description

Job Title	Careers Officer
Department	Careers
Salary	£24,549 (£31,557 pa full time equivalent)
Grade	Band 6
Hours of Work	0.9 Term Time Only
Contract Type	Permanent
Responsible to	Careers Manager
Responsible for	N/A
Job Overview	Working closely with the Careers Manager and Careers Assistant you will provide impartial careers information, advice and guidance to students, staff and alumni. You will deliver 1-2-1 Careers Advice for students on Post 16 and Post 18 Progression routes, alongside this the role will involve developing, organising and delivering careers education programmes and events.

## Key Responsibilities

These include:

- To provide 1-2-1 Careers Information, Advice and Guidance sessions to students, alumni, and parents; keeping accurate records and evidence of interventions made.
- To coordinate and oversee the UCAS applications and related progression systems for Post-16 students.
- To design and deliver careers education and guidance workshops and lessons for students
- To deliver staff inset on updates to CEIAG and introducing new concepts
- To deliver CEIAG talks to parents and external stakeholders
- To develop and maintain relationships with external stakeholders to source opportunities for students, including developing Q&A sessions with key industry guests and Alumni.
- To keep up-to-date with higher education, finance & funding developments and develop links and source HE opportunities.
- Coordination and administration of Progression Agreements with HE Partners
- To coordinate The BRIT School Steps to Success Programme, including: Interview Challenge Day, Futures Evening and Careers Day.
- To deliver careers input at both KS4 and Post-16 via PPD programme.
- To assist in the collating, recording and analysing of Post 16 School Leaver Destinations data.
- To lead on design, analysis and final presentation of annual year 13 Exit Survey for students. To include detailed analysis of findings and feedback to the Senior Leadership Team.
- To have a lead role within The BRIT School 7+ Alumni research programme, including design and analysis of survey and findings.
- Oversee and manage the up to date careers information resources.
- To coordinate the BRIT School Employability Programme at KS4 and Post-16 to include employability skills such as CV production, application advice and interview techniques and to arrange and deliver Employability Workshops to students and staff
- Assist in the organisation of the work experience programme, including sourcing placements, maintaining appropriate paperwork and dealing with any incidents.
- To manage and maintain, for the Careers Department, the database of alumni, employer, business and education contacts using Salesforce.
- General office duties and administrative support.
- To be a trained first-aider - part of a team providing a service to students and staff under the guidance of the School's First Aid Coordinator
- To act as a Fire Marshall/Deputy Fire Marshall in the event of an emergency if required.
- To attend school and departmental meetings and Inset.
- To work some evenings during open days and whole school events for which time off in lieu will be given.
- To undergo any training required in order to perform duties efficiently.
- To exercise a commitment to the school's mission statement and stated ethos including the equal opportunities policy, health and safety policy and all other current school policies
- To undertake any other duties or tasks at the reasonable request of the Principal/SMT/Line Manager.

## Person Specification

Applicants should demonstrate in their supporting statement how their qualifications, experience, skills and training for each of the criteria below.

Criteria	Description	Essential / Desirable
Education and Training	A recognised Careers/guidance/coaching qualification	E
	Excellent numeracy and literacy skills.	E
Knowledge, Skills and Experience	Knowledge and understanding of progression routes in creative and performing arts.	E
	Knowledge and proven experience of dealing with the UCAS application system.	E
	Successful experience of working in office environments.	E
	Previous experience of delivering presentations and workshops.	E
	Proven ability in relationship building and maintaining. Evidence of the ability to work cooperatively with staff, students and parents	E
	Well organised and methodical with good attention to detail.	D
	Evidence of the ability to work with external stakeholders and employers.	D
	Ability to represent the school in an appropriate manner when dealing with students, staff, parents and industry contacts in person or on the telephone	D
	Proven ability of effective use of ICT packages, such as Word, Excel, and specifically Database management - data entry and retrieval.	E
	Proven ability in database systems and data analysis.	E

Personal Qualities	A commitment to the Schools mission, ethos and equal opportunities policy, together with high standards of education, care and behaviour.	E
	Excellent communication and organisational skills.	E
	Ability to enthusiastically multi-task, work proactively and use your own initiative.	E
	Ability to work under pressure in a busy student focused environment.	E
	A friendly and happy personality with the ability to interact positively with people of all ages and stages of life.	E
	Confidence in working with a diverse cohort of students aged from 14 to 19.	E
	Flexibility and a willingness to undertake a wide range of tasks and undergo training where required.	E
	Ability to maintain confidentiality.	E
	Energy, enthusiasm and a commitment to the learning process and careers department activities.	E

## Terms and Conditions

Availability	To start February 2021										
Contract Type	Permanent										
Hours of Work	31.5 Term Time Only										
Salary	<p>The BRIT School Pay Scale Band 6 increment points 25-28</p> <table> <tr> <th>Spine Point</th><th>Salary</th></tr> <tr> <td>25</td><td>£31,557</td></tr> <tr> <td>26</td><td>£32,418</td></tr> <tr> <td>27</td><td>£33,324</td></tr> <tr> <td>28</td><td>£34,209</td></tr> </table> <p>Appointments will normally be made to the first point of the grade. Payday is the 26th of each month or the last working day before this should the 26th fall on a weekend or bank holiday.</p>	Spine Point	Salary	25	£31,557	26	£32,418	27	£33,324	28	£34,209
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Work permit	All applicants must be permitted to work in the UK and hold a relevant work permit where necessary. This is not a role in which The BRIT School sponsors a visa application.										
DBS Check	The appointment will be subject to satisfactory DBS clearance at the Enhanced level (child workforce).										
Probation	The post has a six months' probationary period.										

Notice Period	This appointment may be terminated by the staff member giving the Principal notice or the Principal giving the staff member notice of 4 weeks.
Pension	Membership of the Local Authority Pension Scheme is an important employee benefit providing future income for your retirement.

## Staff Benefits

Annual Season Ticket/ Travelcard Loan	The school offers an annual loan for those staff who wish to make use of the reduced annual prices.
Events	All staff receive two complimentary tickets at the start of the new academic year for any show of their choice.
Eye Tests & Glasses	For staff who use computer screens regularly in their role, the school will pay for their eye test and also up to £100 for new glasses if required for the purposes of seeing the computer screen.
Cycle Scheme	The School is a member of cyclescheme <a href="http://www.cyclescheme.co.uk">www.cyclescheme.co.uk</a>
Pension	Membership of the Local Authority Pension Scheme is an important employee benefit providing future income for your retirement.
Counselling Service	The BRIT School offers a free in-house counselling service. There is also a weekly group counselling/Supervision available for staff, numbers permitting.
Local Discounts	Staff are entitled to a discount at the Croydon Better Leisure Centres. These are located in South Norwood, Thornton Heath, Purley, New Addington and Waddon.
School Facilities	<b>Library</b> – The School has a very well stocked library with not only books, but magazine, journals, music and DVD's which staff are very welcome to utilise.

## About Us

### School Overview

The BRIT School is the leading Performing and Creative Arts school in the UK and completely FREE to attend. It provides a unique education for over 1,400 pupils aged between 14 and 19 in the fields of music, film, digital design, community arts, visual arts and design, production and performing arts as well as a full academic programme of GCSEs and A Levels.

The BRIT School has produced many successful, singers, musicians, dancers, technicians, film-makers, performers, designers, games-makers, set-makers, community arts practitioners, DJs, actors, stuntmen, producers, authors and a whole cast more.

Former Students have so far won 12 BRIT Awards, 19 Grammys, 2 BAFTAs and 2 Oscars, a Laurence Olivier Award, a UK Theatre Award and 2 London Evening Standard Awards.

### Our Mission

To prepare young people for careers in the creative and performing arts.

### Our Values

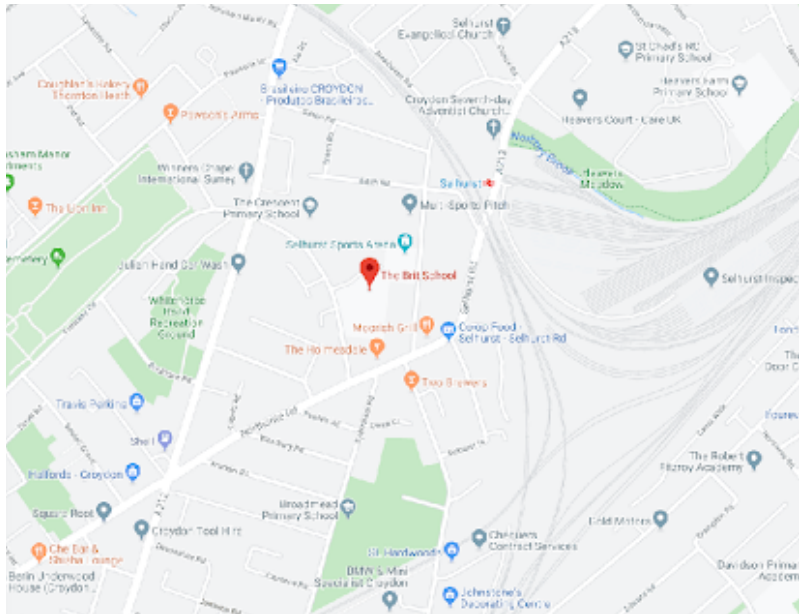
- Original
- Responsible
- Ambitious
- Inclusive
- Kind



## Location

The BRIT School is located in Selhurst, Croydon.

60 The Crescent, London, Croydon CR0 2HN



## How to Apply

To apply, please complete our [1. Application form](#) and [2. Equal Opportunities form](#), available at our website in the 'Work for Us' Section.

CV's without an application form cannot be accepted.

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Midnight, 24th January 2021

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1st February 2021

The BRIT School is an Equal Opportunities Employer.

For more information follow us @TheBRITSchool