



# VACANCIES AT BSIX SIXTH FORM COLLEGE



## Role: **Careers Leader**

Contract Type:  
**Permanent**

Contract Term:  
**Full Time**

Salary From:  
**Spine Point 19 £35,268 –  
Spine point 21 £37,264**  
inclusive of the Inner London  
Weighting Allowance  
(Sixth Form Colleges'  
Association Pay Scale  
for Support Staff)

Closing Date:  
Friday 24th November 2023



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# MESSAGE FROM **THE PRINCIPAL**

**“The college is an asset to potential learners, providing educational opportunity for many students who have previously experienced disappointment” – Further Education Commissioner 2021**

Thus the words of an October 2021 Stocktake Report from the Further Education Commissioner’s Office, acknowledging a host of improvements made by the college and its consolidation of a distinct niche amongst post-16 providers in Hackney and surrounding boroughs. This about a college which by the end of 2017 was struggling to justify its continued existence – buffeted by declining student numbers, beset by extreme financial pressures and reeling from a second successive ‘Requires improvement’ judgement by Ofsted inspectors.

The transformation, sealed by the securing of a ‘Good’ in our most recent inspection and the earning of a first prize in the Sixth Form Colleges’ Association’s 2023 awards for ‘Curriculum Innovation’, has required a major and united effort by college management and staff. Significant economies have been effected, the quality of teaching and learning raised and a new management ethos nurtured without any loss of morale or any deterioration in industrial relations.

There remains much to do if we are to consolidate the gains which have been made and to implement new strategies. Money remains tight, student retention and financial outcomes are not yet consistently strong and our reputation in some parts of the locality frequently lags behind the reality of what happens on the ground. Those tasks will be made more achievable if we can continue to augment our existing staff team with new injections of expertise, enthusiasm and openness to learning.

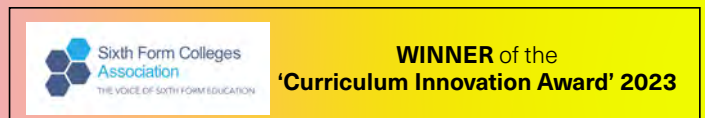
Successfully appointing staff of the calibre we need is one of the very most important tasks we face.

If you would like to contribute to the improvement drive at BSix we would love to receive an application from you. The rewards awaiting successful applicants are considerable. As well as the fringe benefits listed elsewhere in this information pack, you will experience an institutional culture hugely supportive of professional learning and development. Management is ambitious but benign; communication is open and regular and there is a strong sense of institutional identity and common cause which transcends any differences between support staff and teachers, long-serving colleagues and recent recruits.

I look forward to receiving your application form and supporting letter stating why you are attracted to BSix and the qualities you can bring to its further growth. Should you want an informal discussion before committing to paper, please request one via our HR Manager, Claire Crook, at [ccrook@bsix.ac.uk](mailto:ccrook@bsix.ac.uk).



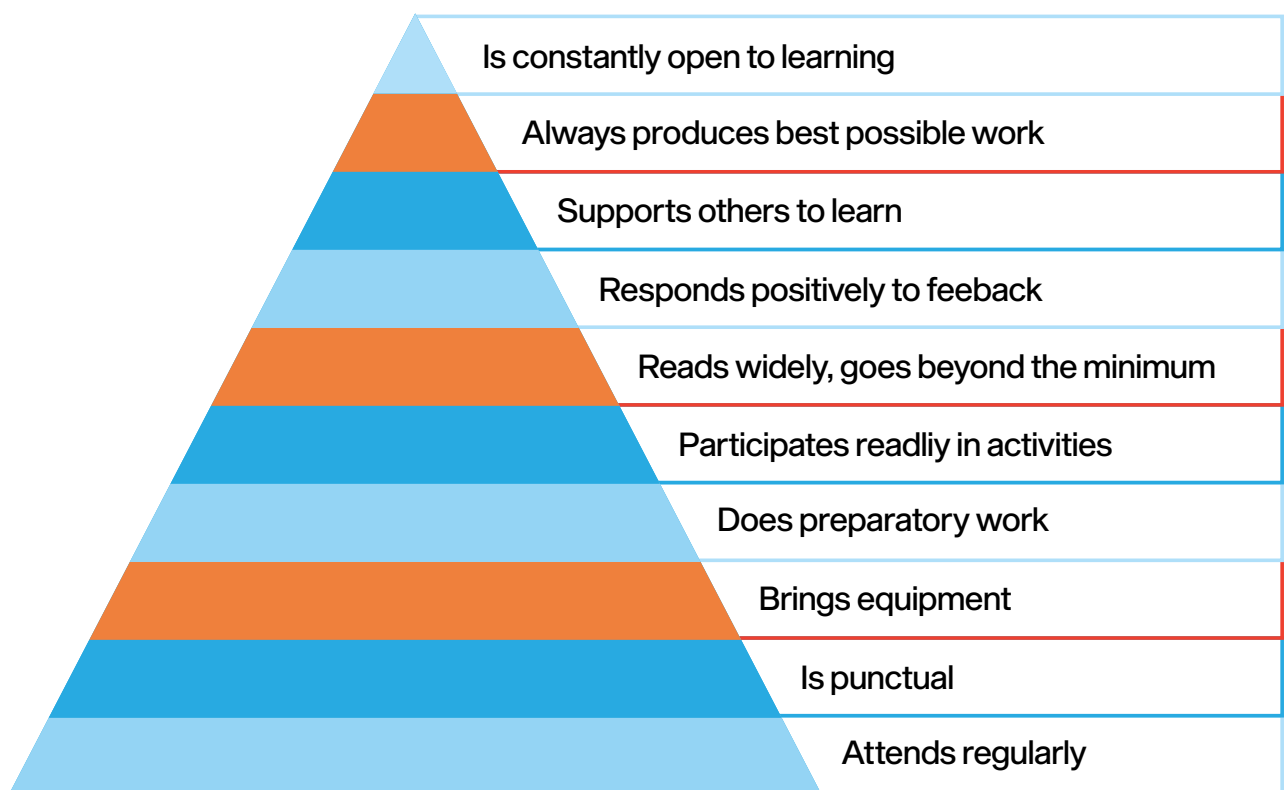
Best wishes,  
**Kevin Watson**  
**Principal**



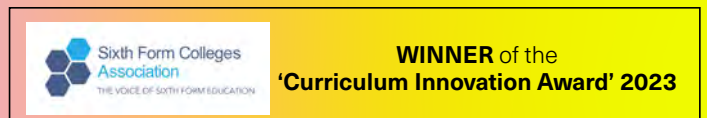
# MISSION STATEMENT

The mission of BSix is to develop in its students, and to demonstrate through its staff, the characteristic of being always “open to learning”.  
It seeks to achieve this by means of a carefully tailored and suitably challenging individual programme, underpinned by consistently strong teaching, comprehensive support services and a wide range of enrichment opportunities, set within a safe and inclusive learning environment.

## THE EXPERT STAFF MEMBER...**THE EXPERT STUDENT**



Promotion of an openness to learning is at the heart of the college ethos and is a key factor in students acquiring the qualifications, and developing the skills and personal qualities, essential for their continuing success.



# REWARDS and BENEFITS

We offer a competitive starting salary with annual increments; we also offer a generous annual leave package and champion flexible working and a culture of continuous learning.

## Pay

Each year you'll receive:

- Annual pay increments within your Spine Scale following a successful probation period (plus nationally negotiated increases in pay scales and increases to London allowance).

## Annual leave

- Support staff: 29 days annual leave, closure days are between Christmas and new year + statutory holidays.
- Teaching staff: Subject to the provisions in the other paragraphs of this section, you may be required to work for 195 days in any year of which 190 will be days on which you may be required to teach in addition to carrying out other duties.

## Work-life balance

- BSix supports flexible working and, depending on your role, you could request to work remotely on some of your days, compress, reduce or flex your hours.
- Our academic staff have the option to take sabbatical leave.
- We have staff enrichment such as a music club and reading club.
- Onsite secure bike storage
- On-site car parking.

## Pension schemes

- Occupational pension scheme (Local Government or Teachers' Pension Scheme)

## Health and Wellbeing

- Employee Assistance Program, free counselling service: speak to a professional counsellor or information specialist in confidence, 24 hours a day, 7 days a week, 365 days a year.
- Cycle to Work scheme.
- Free access and full use of the college's gym and shower facilities.

## A culture of "Open to Learning"

BSix is proud to be a learning environment and we care deeply about making sure that there are equal opportunities for everyone to grow and keep making a real contribution, in a way that fits with your own aspirations.

- Free online training courses.
- An expectation that you will take in an improvement Initiative.
- Specific development opportunities and frameworks to support careers in teaching, research and professional services.
- Study assistance scheme to provide support with the costs of completing a qualification.
- Leadership development courses.



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# JOB DESCRIPTION

We require a Careers Leader to contribute to our Student Services provision.

The successful candidate will join a skilled and hard-working Student Services department operating within a supportive and encouraging institutional culture. Staff across the college share a strong commitment to its values and aspirations and are ambitious to build on significant recent improvements in student achievement and the wider quality of education we provide.

For more information about the post and the college please contact:

**Claire Crook, HR Manager** at [hr@bsix.ac.uk](mailto:hr@bsix.ac.uk).

**Post Title:** Careers Leader

**Scale:** Spine Point 19 £35,268 – 21 £37,264 Inclusive of Inner London Weighting Allowance (Sixth Form College's Pay Scale for Teachers)

**Responsible to:** Student Services and Support Manager

## Job Purpose

To design, implement and evaluate the whole-college Careers Education, Information, Advice and Guidance (CEIAG) Policy. To make sure that the College meets the Gatsby Benchmarks by the end of 2023 and beyond. To work towards and achieve the Quality in Careers Standard by the end of 2024.

## Specific Duties

1. Lead a team of careers administrators, external partners and others who deliver career guidance.
2. Advise the College Management Team on policy, strategy and resources for career guidance and showing how they meet the Gatsby Benchmarks.
3. Review and evaluate career guidance, providing information for College development planning, Ofsted and other purposes.
4. Prepare and implement a careers programme and ensure that details of the careers programme are published on the College's website, including the publication of the policy statement of provider access.
5. Understand the implications of a changing education landscape for career guidance, e.g. technical education reform.
6. Ensure compliance with the legal requirements to provide independent career guidance.
7. Ensure access is given to providers of technical education or apprenticeships to all college students.
8. Monitor the delivery of career guidance across the eight Gatsby Benchmarks, using the Compass evaluation tool.
9. Support tutors, providing initial information and advice.
10. Manage the provision of career and labour market information.
11. Develop effective links with employers to build a diverse range and volume of work placements that will provide worthwhile work experience to students.
12. Liaise with tutors, managers and the SENDCo to identify students needing guidance.



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# JOB DESCRIPTION (cont.)

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## Specific Duties (cont.)

13. Refer students to Careers Advisers.
14. Work with Curriculum Managers to coordinating encounters with employers and work experience for students.
15. Evaluate and report on the work placement and experience service, providing any recommendations for its development as necessary.
16. Explore potential external partners for future development of the service.
17. Lead and monitor UCAS provision.

## College Responsibilities

18. To represent the College at meetings as directed.
19. To participate in the College Learning & Development (appraisal) process.
20. To participate in inspections and self-assessment.
21. As part of your role you have a direct responsibility for ensuring equality of opportunity within the college as well as the health and safety of students, staff and visitors. As part of that responsibility you may be required to participate in training and be involved in undertaking risk assessments.

## Variation to this Job Description

This job description is designed to outline the main duties of the post.  
It is not designed to be an exhaustive listing of tasks and can be varied in consultation with the postholder in order to reflect changes in the job or the organisation.

**The successful candidate will be required to apply for an Enhanced Disclosure in accordance with Part V of the Police Act 1997.**

**Further information about the Disclosure scheme can be found at [www.disclosure.gov.uk](http://www.disclosure.gov.uk)**



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# PERSON SPECIFICATION

Please use this Person Specification when completing the 'Personal Statement' section of the Application Form.

## Qualifications and Experience

1. Good standard of literacy GCSE English (A-C) or (4+).
2. Good standard of numeracy - GCSE maths (A-C) or (4+).
3. Level 6 Careers Qualification.
4. Capable of working to level 7 standard.

## IT proficiency and skills

1. Proficiency in Microsoft Word
2. Proficiency in Microsoft Excel.
3. Able to communicate succinctly by email.

## Employment related skills

1. Excellent organisational skills.
2. Able to communicate effectively with students.
3. Good customer skills (including respect/communication/helpfulness/presentation).
4. Good attention to detail and high level of accuracy.
5. Ability to work effectively as a member of a team.
6. Ability to create and follow administrative process.
7. Openness to learning.

## Specific skills for the role

1. Experience of managing Erasmus/Turing funding.
2. Work within schools or with young people in advisory role..
3. Experience managing UCAS.
4. Coaching and mentoring skills.
5. Ability to manage, and prioritise extensive workload.
6. Awareness and understanding of SEN.
7. Commitment to Equal Opportunities.
8. Enjoy working with young people.
9. Ability to network.
10. Experience of implementing a programme of work placements.

	Essential	Desirable
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# HOW TO **APPLY**

All BSix Sixth Form College job vacancies can be found at [www.bsix.ac.uk/vacancies](http://www.bsix.ac.uk/vacancies) where you will be able to download the relevant application form.

Once completed please return the application to [hr@bsix.ac.uk](mailto:hr@bsix.ac.uk) or return it by post to:

**Human Resources**  
**BSix Brooke House**  
**Sixth Form College**  
**Kenninghall Road**  
**Hackney**  
**London E5 8BP**

## CONTACT FOR **INFORMAL CONVERSATION**

If you would like any more information or wish to chat to someone about the vacancy please send an email with the relevant vacancy as the subject to: [hr@bsix.ac.uk](mailto:hr@bsix.ac.uk)

# “**BSix COLLEGE IS AN ASSET TO THE COMMUNITY**”

**Further Education Commissioner**

2021



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0203 137 5320 | [www.bsix.ac.uk/vacancies](http://www.bsix.ac.uk/vacancies)

# PREVIOUS STAFF TESTIMONIALS

“During my time at BSix, I have always found the College to be a friendly and welcoming place to work. The management have an open door policy and encourage and support staff development. I always feel that I am supported and encouraged to be part of a team. I have had a very positive experience whilst working at BSix and it is good to know that I have the support and back up of the management team.”

“I have thoroughly enjoyed working at BSix and appreciated the tremendous extent of support I've been given at various times. Throughout the time teaching at the college I've felt my contributions were valued, this alongside the other areas aforementioned inspired me to stay committed and propelled my efforts whilst carry out my daily duties. Students surpass just 'fitting in', rather they excel in the college's unique environment where they can feel 'safe' being their authentic self. This is achieved because the college fosters an enriched environment which celebrates and appreciates difference.”

“BSix was a friendly and fun atmosphere, and I actually enjoyed going to work each morning. I felt that Kevin understands the needs of the staff and supports them in all possible ways and the most important thing is that we all work together to give the best experience to our student community.”

Aside from the job itself, a few factors that influenced how I felt about working for BSix included the relationship with colleagues, the culture and the scope for development. I felt good about going to work and therefore motivated throughout the day. Communication from SMT was open and transparent and the BSix philosophy, mission and values were discussed with staff. Staff morale was very high”



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