



JOB DESCRIPTION

Senior School Teaching

Head of Careers

The Edinburgh Academy Senior School
42 Henderson Row
Edinburgh
EH3 5BL

Enquiries should be directed to the Rector's PA at:

rectorsoffice@edinburghacademy.org.uk
0131 624 4911

Closing Date: Monday 2nd December 2019

Introduction to the Senior School

The Edinburgh Academy is an academically selective, independent, co-educational day school for pupils aged 2–18, with a reputation for being caring and friendly. The Edinburgh Academy aims to be forward looking and progressive but also greatly values its long held traditions.

The School has a strong reputation for individual attention and excellence in its pastoral care and co-curricular provision.

The School consists of a Senior School containing approximately 650 pupils and Junior School containing approximately 400 pupils, and we have a Nursery department of around 92 pupils. The School is a member of HMC.

About the School

The School was founded in 1824 and has been regarded as a leading educational establishment within the City of Edinburgh and across Scotland ever since. Original Directors included the leading literary names of their age such as Sir Walter Scott. Robert Louis Stevenson and James Clerk Maxwell were also pupils at the School.

The Junior and Senior Schools are on separate sites, both of which have spacious grounds and sports facilities including

extensive playing fields, an all-weather sports area, and a large Sports Hall and Centre.

The Senior School occupies a site in Henderson Row, less than a mile from Princes Street and at the northern limits of the Georgian 'New Town', of which it was designed to be a part.

Games and Activities

At the Edinburgh Academy, sport offers opportunities at all levels. The PE curriculum is varied, encompassing a wide variety of team games and individual sports. The School runs teams in a large number of sports and encourages pupils to represent the School at one or more sports at any age group.

In Music, there are about 20 performing groups including orchestras, choirs, wind bands, a big band and several chamber groups.

In Drama there are usually three or four main productions each year. There is a fully active LAMDA qualification schedule in acting, reading for performance, mime, public speaking and Musical Theatre in place. A full list of co-curricular clubs is available on request but it aims to meet the interests of a wide range of children.

Further details about the School and its resources are given on the School website. www.edinburghacademy.org.uk.

Job Description & Person Specification

Job Title	Head of Careers
Location	Careers Department
Reporting to	Senior Deputy Rector and Rector
Availability	The appointment is available from August 2020
Closing Date	Monday 2 nd December (Interviews in Week Commencing 9 th December)

Post Description

The EA Careers Department has built up a reputation for being very much pupil centred, with the emphasis on availability and individual guidance. This is an exciting opportunity for the new Head of Careers to develop this strength even further but also to have their own vision for the department in a rapidly evolving careers world. Working closely with a team of Careers Advisers and a Careers Librarian/Adviser (there are three part-time members of staff currently), the post-holder will be responsible for the management and delivery of the school's careers provision. In addition to a dynamic careers programme, the Edinburgh Academy's top priority is to make impartial careers advice available, on an individual basis, to all pupils.

Duties & Responsibilities

Leadership

- Leading the Careers Team and external partners who deliver careers guidance.
- Advising the SMT on policy and strategy with regards to the careers programme.
- Understanding the implications of a rapidly changing education and work landscape.
- Developing and maintaining up-to-date knowledge of the careers sector.
- Preparing and implementing a careers Development Plan, in line with the whole school's development plan.

Management and co-ordination

- Managing the annual provision of education, career and employment information.
- Managing the work of the team providing careers guidance.
- Keeping up-to-date the Departmental Handbook.
- Co-ordinate the Careers input into the PSHE programme. Liaise with the Year Heads for Senior Years, Middle Years and Transition Years as appropriate.
- Liaising with the Head of Senior Years and supporting UCAS applications when required.
- Liaising with the Head of Enrichment and advertising opportunities for pupils.
- Being available in school on SQA results day for advice and support.
- Planning and managing the careers budget.
- Arrange, chair and minute weekly departmental meetings.
- Attend and contribute to Curriculum / Higher Education evenings.

- Co-ordinate Open Day materials and team attendance.
- Responsible for communication with parents and pupils.
- Promoting and publicising the work of the Department and the Academy Careers Policy.
- Oversee the use of Careers facilities, including the Careers Library.
- Work closely with the Careers Librarian maintaining up-to-date resources.
- Oversee the information available on Firefly and the school website.
- Oversee the tracking of school leavers' destinations.

Networking

- Establishing, maintaining and developing links with universities, colleges, professional organisations, the Armed Forces, apprenticeships and employment providers.
- Maintaining and developing a network of EA Alumni and friends of EA, liaising with the Alumni office. Keeping up-to-date a database of potential speakers (parents and friends of EA).
- Liaising with local and national careers groups (HMC/UCAS)
- Commissioning career guidance services where appropriate (Morrisby/Unifrog)

Tasks specific to the Edinburgh Academy post

In addition to the general responsibilities of the post, a number of specific tasks will be expected of the post-holder. A number of other tasks are delegated but the post-holder oversees them and retains full responsibility.

- Supporting the UCAS process: the post-holder will assist in the UCS process for all 7ths students; the post-holder has the responsibility for the extensive support given to early applicants (Medics, Vets and Oxbridge) firstly as groups then on an individual basis, but will work with the team to prepare all UCAS applications.
- Coordinating presentations to year groups (university, college, apprenticeships, work experience, employers)
- Coordinating the post-exam careers provision for 6ths (UCAS and PS workshops/university presentations).
- Interviews: the Head of Careers is responsible for all individual and group interviews and carries out:
 - 3rds, 4ths and 6ths Careers Interviews, as well as 7ths Mock Interviews. These are shared between the team.
 - Frequent one to one careers discussions on demand.
 Written reports are kept for 3rds and 6ths individual interviews.
- Overseeing the CV and mock interview programme.
- Overseeing the 5ths profiling and interview programme.
- Overseeing the 2nds and 3rds careers activities.

The Candidate

Applications are welcome from well-qualified graduates with a proven record of excellence and comprehensive careers experience. This is an important and demanding role in both leadership and management, and is of crucial importance in the guidance of pupils in their career planning and choices. It requires a high level of interpersonal and communication skills as well as excellent organisation. The successful applicant will demonstrate impartiality, flexibility and a proven ability to deal with change.

Terms and Conditions

These will be discussed at the final stage of the interviews. The salary will however be positioned alongside the Head of Department allowance at the Edinburgh Academy.

The Head of Careers post would normally represent a timetable commitment of 0.7 FTE and applicants would normally be expected to also teach their subject up to 0.3 FTE on the EA teaching scale. This commitment can be discussed at interview. The school operates a 40 period week and the Head of Careers might expect to teach 10 periods per week. Subjects being offered would not influence the appointment. The Head of Careers would normally be expected to be available when exam results are made available in the summer holidays.

Applications

Candidates should complete all sections of the enclosed application form. Applications can be submitted by email to the Rector's Office.

Candidates are welcome, if they wish, to send a copy of their curriculum vitae and/or a covering letter explaining why they think they are particularly suited to the role. However, please note that this is optional and the shortlisting for interview will be based on the application form.

Further details are available from the Rector's: 0131 624 4911 or rectoroffice@edinburghacademy.org.uk.

Conditions of Employment

The appointment will be subject to satisfactory references, verification of identity and proof of qualifications, and (if necessary) to a satisfactory medical screening.

Child Protection

The Edinburgh Academy is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and at the enhanced PVG level.

Equal Opportunities

The School is an Equal Opportunities employer, and welcomes applications for this post from appropriately qualified persons regardless of age, disability, gender, race or sexual orientation.

Barry Welsh
Rector