

# Application Pack



**For the Position of:**

**Careers Lead**

**Closing date:**

**Midday on Friday, 14 May 2021**

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St. Olave's Grammar School is a recent OFSTED 'Outstanding' forward-looking selective Church of England school where academic standards are very high, rivalling the best schools in the country; our naturally able and inquisitive pupils are a delight to teach.

The school prioritises the wellbeing, dignity and morale of its staff and pupils, actively investing in professional development as we very much feel that people make our environment.

If you are looking for a new challenge or you are starting your career, then please do come and visit us or explore our website further.

The atmosphere in our School is truly unique – it is a community which is welcoming, caring and inspiring.

Being a member of staff at St. Olave's Grammar School, allows you to access:

- Competitive salaries and pay progression
- Extensive professional development opportunities
- Training grants for qualifications
- A Cycle to Work scheme
- Competitive terms and conditions of employment
- Membership of the staff association, which includes free tea and coffee throughout the day
- School sports facilities and yoga classes
- Choirs and music groups
- Staff Wellbeing programme, including access to medical advice and counselling



# About St. Olave's Grammar School

St. Olave's enjoys a reputation as one of the leading Grammar Schools in the country with a strong focus on scholarship combined with cultural enrichment. We are a Voluntary Aided selective Church of England school which admits 4 forms of entry of boys at age 11, from a wide variety of backgrounds across a broad area of South London, and takes both boys and girls into the Sixth Form. Here you will find a vibrant multi-cultural community of young men and women who respect tradition as well as a dynamic, forward-looking approach. Our students have the very highest aspirations, supported by hard work and commitment; almost all take up places at Russell Group universities and go on to pursue top careers. We are proud to provide outstanding pastoral care, based on Christian values, where each student is valued as a unique individual.

With an outstanding record of academic excellence our A-Level results show consistently around 95% A\*/B grades, placing St. Olave's amongst the very top schools nationally. Over 200 students have gained Oxbridge places over the last 7 years; last year we had 28 offers for Oxbridge and 49 for Medicine, both more than many of the schools in the country can replicate. We try to locate academic excellence within the broader context of education, encouraging all of our students to become independent thinkers, engaging critically in the learning process through a vibrant approach to intellectual curiosity.

Olavians are interesting people who enjoy a variety of cultural experiences alongside their academic pursuits. Sport, Music, World Challenge, Drama, Amnesty International, Duke of Edinburgh's Award, the Political Economy Society, are just a few of the wide range of co-curricular opportunities available at St. Olave's, and we expect every one of our students to get involved in some of these so that their lives are culturally enriched. Our rugby squad recently toured South Africa; Biology students spent three weeks in Malawi doing scientific research with Operation Wallacea; our Economists visited the European Bank in Frankfurt; Art students spent a week in Copenhagen; others visited the sites of Ancient Greece or trekked the jungles, mountains or volcanoes of Honduras, Costa Rica or Tanzania on World Challenge. Our top Chess and Fives teams comprise a number of national champions whilst our budding playwrights have had scripts performed at the National Theatre. Each year 4 choral scholars provide the trebles for The Queen's Chapel of The Savoy – part of the school's rich cultural heritage and a link with its historic origins near London Bridge where it was originally founded in 1561 and later given a Royal Charter by Queen Elizabeth I in 1571.

As soon as you enter the school you cannot help but notice the friendly atmosphere and a deep sense of pride and loyalty. We hope that all of our students will grow into caring, independent young adults with a strong sense of moral and social responsibility.

Mr. A. Rees  
Headteacher





## Support Staff Job Description

<b>Job Title:</b> Careers Lead	<b>Grade/Scale:</b> 6
<b>Line Manager:</b> Deputy Headteacher	<b>Scale Point:</b> 16-20
<b>Working Time:</b>  36 hours per week, term time only. The postholder will be expected to attend parents' evenings and working hours will be adjusted by time off in lieu.	
<b>MAIN PURPOSE</b>  To coordinate the provision and administration of high quality careers information, advice and guidance service to students in all years, ensuring the school's full compliance with the Gatsby benchmarks and its progress towards achieving the Quality in Careers Standard Award. This will involve working with existing partners and other stakeholders (including alumni and current parent body) to maintain and develop a wide variety of events, information sessions, interviews, activities, resources and trips that support this provision. The postholder will either be trained or be willing to train in delivering Careers interviews (to be timetabled for all members of Years 10 and 12 in each academic year). In addition, it is expected that the postholder will take an active role in working with the Sixth Form Team in managing the progress of Sixth Form students beyond life at St Olave's, assisting with university, employment and apprenticeship applications; this will include working closely each Autumn term with the Director of Sixth Form to coordinate and send UCAS applications.	
<b>SUMMARY OF RESPONSIBILITIES AND DUTIES</b>  To coordinate and administrate the provision of careers information, advice and guidance for all pupils.	
<b>RESPONSIBILITIES</b> <ul style="list-style-type: none"><li>• Organise and deliver an annual programme of careers and progression interviews for Year 10 and Year 12 students.</li><li>• Liaise with relevant staff including the LEAN (London Enterprise Advisor Network) regarding work related learning across the school and events associated with it.</li><li>• To support the Director of Sixth Form in the administration and organisation of all university applications and UCAS requirements, including the proof reading of applications and the administration of the online UCAS Apply system, and support in delivering the annual Higher Education and Oxbridge Evenings.</li><li>• Conduct termly audits of careers provision via the Compass framework to ensure compliance with the school's statutory responsibilities as contained within the Gatsby Benchmarks.</li><li>• Establish a framework to work towards the Quality in Careers Standard Award.</li><li>• Undertake an annual evaluation of the School's Careers provision in line with the published CEIAG policy, collating and sharing the relevant report with SLT and Link Governor.</li><li>• Make a professional contribution to the planning and delivery of our service to students, especially by coordinating and promoting the systematic use of Unifrog by all year groups.</li><li>• Maintain up to date career guidance tool via the Unifrog platform to facilitate outstanding individual careers guidance, counselling and information to learners and parents/carers in line with the School's statutory duties and responsibilities to all students in all years.</li></ul>	

- Maintain quality monitoring systems and produce timely reports on student use and participation and engagement with careers provision, primarily via the Unifrog platform.
- To be responsible for the collection and reporting of data in respect of student destinations and progression at the end of Years 11 and 13.
- When appropriate, provide a one to one individualised service to support learners' career progression.
- Provide administrative and design support to the Careers content on the school website and, as needed, within our PSHE programme and main curriculum throughout the school.
- To address groups of pupils ranging from class groups through to full year group assemblies.
- Facilitate workshop sessions and drop-down days (in Activity Weeks) to develop students' career management skills, which will include career choice, CV writing, applications, preparing for interviews and applying for apprenticeship or work experience.
- Work with the Old Olavian Coordinator to build a resource base for careers information and other support resources through school alumni.
- Maintain and develop the school's resource bank for Careers as appropriate to include both printed and electronic matter (primarily on the school website and in the careers sections of the school libraries).
- Maintain quality monitoring systems and produce timely reports on student use and participation and engagement with careers provision, primarily via the Unifrog platform.
- Organise and publicise an annual careers convention.
- Occasionally assist in the invigilation of examinations.
- Perform any other duties as may be reasonably requested by the Senior Leadership Team

***Please note that this Job Description sets out the main duties associated with the stated purpose of the post. It is assumed that other duties of a similar level/nature undertaken within the section are not excluded because they are not itemised. The duties of this post could vary from time to time as a result of new legislation; changes in technology or policy and in that case appropriate training may be given to enable the post holder to undertake this new/varied work.***

#### **OTHER (finance, resources, performance management, staff supervision)**

- Fully and positively participate in the school's performance appraisal scheme in order to develop and enhance personal and service performance.
- Undertake any other reasonable duties requested/assigned as required by SLT or Line Manager, especially with regard to the school's administrative function.
- Follow the school's policies and procedures at all time.

#### **EQUALITIES**

**Implementation of the school's equal opportunities policies and its statutory responsibility with regard to other individuals and service delivery.**

<b>1. Date drawn up</b>	<b>Date</b> April 2021	<b>Name</b> D Budds (Deputy Headteacher)
<b>2. Agreed by Post Holder</b>		
<b>3. Confirmed by Line Manager</b>		

## Personal Qualities, Skills & Experience

Our **ideal** candidate will have the following personal qualities & skills:

- Well qualified with good qualifications in Maths and English at GCSE /O-Level
- Relevant Higher Education / Further Education qualifications
- A confident communicator
- Approachable and supportive
- Able to work under pressure
- A clear understanding of the university and apprenticeship application processes
- Able to prioritise tasks effectively
- Able to apply initiative and take a lead
- Able to think creatively and have a 'can do' approach
- Able to liaise well with different stakeholders including pupils, teachers, parents, support staff, governors and business people
- Confident in the use of ICT software including Word, Excel, Publisher, PowerPoint and Office 365
- An ability to inspire and motivate others
- Knowledge of the changing labour market
- An ability to interpret and use data

Our **ideal** candidate will have the following experience:

- A sound up-to-date knowledge of career routes in our context: Apprenticeships from Level 3 upwards and university application
- Application writing for both apprenticeships and university
- Experience of a careers and /or educational environment
- Experience of delivering Careers interviews (a willingness to engage with relevant training will be a necessity for those who do not have this experience or for whom further development is needed)
- Experience of having provided training and support
- Experience of having engaged with external agencies and employers
- Able to show evidence of having a positive impact on student outcomes

## Safeguarding Children

Please note that St Olave's Grammar School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. As part of the selection process, the interview will explore your perspectives on safeguarding young people in terms of a school context.

## Post details

This role will be for 36 hours per week, term time only (39 weeks).

Initial salary for Fixed Term period paid on NJC outer London Scale 6 (point 16 – 20). Pro Rata Salary £23,122 – £24,813.

## Application process

The closing date is **Friday 14 May 2021 at 12 noon. Interviews will take place on Friday 21 May.** Please apply by submitting a completed St Olave's Grammar School application form to [ttaylor@saintolaves.net](mailto:ttaylor@saintolaves.net)



# St. Olave's Grammar School

## Non-Teaching Application Form

Post applied for: \_\_\_\_\_ Closing date: \_\_\_\_\_

### 1. Personal details (BLOCK CAPITALS)

Surname: \_\_\_\_\_ Title: (e.g. Mr, Mrs, Miss, Ms): \_\_\_\_\_

First Name(s): \_\_\_\_\_

### 2. Education and Qualifications

Please give details of your education and qualification

Title	Dates		University, College or School	Subject	Qualifications/ Certificates/ Grade/ Class
	From	To			
GCSEs					
A -Levels					
Degree					

### 3. Previous teaching/employment experience/career history, starting with current post

Please give a summary of all employment, including any relevant unpaid work and periods of unemployment since leaving secondary education. **Please explain any breaks in employment dates**

Name of Employer	Type of School/Nature of Business	From	To	Post held	Main Salary/Scale on leaving	Other incentives/ allowances

Name of Employer	Type of School/Nature of Business	From	To	Post held	Main Salary/Scale on leaving	Other incentives/allowances

#### 4. Training/courses you have attended

Dates		Title of Course	Details
From	To		

#### 5. Additional qualifications and/or membership of professional associations

Name of school, college, university/Professional Association	Qualification/Membership level	Date Achieved

## 6. Supporting statement

Please use this section to type in your letter of support telling us why you are applying for this post and how your experience, skills, training and/or qualifications equip you for it i.e. how you meet the person specification and job description.

Please continue on a separate sheet if necessary

## 7. Referees

Please provide details of two people who know you in a professional capacity from whom confidential references can be obtained, one of whom must be your current employer. For teaching staff it is our usual policy to take up references **BEFORE** interviews where possible. Employment is conditional on these references being deemed satisfactory.

Name: _____	Name: _____
Position: _____	Position: _____
Address: _____	Address: _____
_____	_____
Postcode: _____ Tel no: _____	Postcode: _____ Tel no: _____
Fax no: _____	Fax no: _____
Email: _____	Email: _____
Relationship: _____	Relationship: _____

## 8. Additional Information

Address: \_\_\_\_\_

\_\_\_\_\_ Post code: \_\_\_\_\_

Telephone no (Home): \_\_\_\_\_ Email (Home): \_\_\_\_\_

Telephone no (Work): \_\_\_\_\_ Email (Work): \_\_\_\_\_

Telephone no (Mobile): \_\_\_\_\_

National Insurance no: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Do you require a work permit to work in the UK? Yes ☐ No ☐

If yes, when does your permit expire? (month, year): \_\_\_\_\_

St Olave's actively promotes disability equality. If you are selected for interview will you require any assistance?

Yes ☐ No ☐

If yes, please give details: \_\_\_\_\_

## 9. Protection of Children

Disclosure of any criminal background is required. Because of the nature of the work, teaching in the UK is exempt from the provisions of Section 4(2) of the rehabilitation of Offenders Act 1974 (Exceptions) (Amendment) order 1986, and therefore applicants are not entitled to withhold information about convictions which for other purposes are spent under the provisions of the Act. Offers of employment will also be dependent on completion of a satisfactory police check. Disclosure of a criminal background will not necessarily bar you from any appointment.

Have you ever been convicted of a criminal offence? Yes ☐ No ☐

If yes, please give details: \_\_\_\_\_

Date: \_\_\_\_\_ Offence: \_\_\_\_\_

Sentence: \_\_\_\_\_

Please give details of your police check with the Criminal Records Bureau: \_\_\_\_\_

CRB number: \_\_\_\_\_ CRB date: \_\_\_\_\_

## 10. Data Protection

Under the terms of the Data Protection Act 1998, the information you provide on this form will only be used by Saint Olave's for the purpose of assessing your suitability for employment, for monitoring policies and procedures, and for personal management purposes.

For any position that you apply for, if unsuccessful, this information may be retained on file for 6 months. The information may be used in internal proceedings to consider a complaint about the selection process and/or to defend against a legal challenge to the fairness of the selection process from any interested party. The information you provide to us on this form may also be used in the prevention and detection of crime and fraud.

## 11. Applicant's Declaration

If you are invited to interview you may be required to answer formal questions as to whether or not you have unspent criminal convictions or summonses pending against you. Spent convictions must be disclosed for certain posts, e.g. Social Workers and Teachers as these are exempt from the provisions of the Rehabilitation of Offenders Act 1974. Some posts are subject to political restrictions. If any of the above applies to the post you are applying for, further details will be made available to you.

I declare that the information I have provided is true and accurate and in particular that I have not omitted any material facts which may have a bearing on my application. I understand that any contract of employment with St Olave's is offered on the basis of the information I have provided. I understand that a false declaration, which results in my appointment to St Olave's, may render me liable to dismissal. I give explicit consent that the information which I give on this form may be processed in accordance with the St Olave's registration under the Data Protection Act 1998.

I am in possession of the certificates which I claim to hold, and understand that wilful falsification may result in dismissal if I am appointed.

I understand that any offer of employment will be subject to satisfactory medical, Criminal Records Bureau and police checks.

Do you have any family or close connection with any existing employees of St Olave's School including governors?

Yes ☐ No ☐

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

## EQUAL OPPORTUNITIES MONITORING FORM

The School has a policy on Equal Opportunities, which requires fair and equal treatment to be given to all job applicants. To help check how this policy is working the School seeks to record additional details of all people who apply for jobs.

For this reason the School would be grateful if you would give the information that is requested. This request has the full support of the teaching associations. This information is treated as strictly confidential and will not affect in any way the fair consideration of your application for employment. Your participation is entirely voluntary. Thank you for your assistance.

### Please complete the following:

Job Applied for: \_\_\_\_\_

Surname: \_\_\_\_\_ First name(s): \_\_\_\_\_

Gender: Male ☐ Female ☐ Age: \_\_\_\_\_ years

## ETHNIC GROUP

Please tick (✓) the relevant box

White British		Asian/Asian British-Bangladeshi	
White Irish		Asian/Asian British-Other	
White Other		Black/Black British/Caribbean	
Mixed-White & Black Caribbean		Black/Black British/African	
Mixed-White & Black African		Black/Black British/Other	
Mixed-White & Asian		Chinese	
Mixed-Other		Other	
Asian/Asian British-Indian		Refused	
Asian/Asian British-Pakistani			

## DISABILITY EQUALITY

According to the Disability Discrimination Act 1995, a disability is defined as ‘a **physical or mental impairment which has a substantial and long term adverse effect on a person’s ability to carry out normal day-to-day activities**’. To help us comply with the Equality Act 2010 please tick one of the following:

- ☐ I do not consider myself to have a disability
- ☐ I do consider myself to have a disability
- ☐ I am registered disabled
- ☐ I decline to self classify as to whether I consider I have a disability

## RECRUITMENT MONITORING

Where did you see this post advertised?

TES Newspaper ☐

TES online ☐

Recommended by a current member of staff ☐ Name \_\_\_\_\_

Other ☐ (please give details) \_\_\_\_\_

Signed: \_\_\_\_\_