



Acorn
Education Trust

Careers Leader

Kingdown School

Welcome from Sara Edwards

Acorn Education Trust CEO

Thank you for your interest in one of our vacancies, I hope the information enclosed in this pack inspires you to apply.

Acorn Education Trust was established in 2014 to provide a local solution to a national strategy. We now serve 19 settings: 14 Primary Schools, 3 Secondary Schools and 2 nurseries.

Our mission is to 'prepare young people for their world in their time' and this sits at the heart of all we do. We strive for excellent leadership, excellent teaching and excellent learning. Our vision is to transform lives through education.

In every Acorn School, you will see:

- A** Active and visible leadership
- C** Care, support and challenge
- O** Opportunities for all
- R** Readiness to reach out
- N** Needs of all are paramount

Every Headteacher focuses on leading teaching and learning in their school. Central teams manage the business element of the Trust which allows us to share resources, improve IT and estates infrastructure and invest in school to school support. We are therefore able to direct as much money as possible into teaching and learning thus improving the life chances of all our young people.

Whatever role you are applying for, whether in a school or as part of the central team, we hope you can align with our vision and values, have the determination to succeed and are up for a challenge. In turn, we will provide you with a comprehensive and supportive induction programme, professional development and a career with Acorn.

We hope this information pack provides you with a flavour of working within our Trust and we look forward to receiving your application.

Sara Edwards

About Kingdown School

Believe. Aspire. Achieve.

Kingdown School is a co-educational, non-denominational secondary school, educating young people between the ages of 11 and 18 years. Located in the charming garrison town of Warminster, Wiltshire, we have a strong reputation in the local community and beyond, built on an unswerving focus on the quality of teaching and learning and great pastoral care.

Our school has a large and friendly team who are dedicated to helping each and every young person achieve their full potential. In 2022, we retained our 'Good' Ofsted rating and were praised for our strong moral leadership and for the wide range of opportunities that we have on offer to support students with their broader development.

As a founding member of Acorn Education Trust in 2014, we work closely with other schools within the Trust to provide the best possible education, opportunities and support for our young people, who are always at the heart of our decision making.

Our well-resourced school has a wide range of excellent facilities, including:

- Sports fields, netball courts, tennis courts, astro turf pitches, a gym and sports hall;
- Dance and drama studios;
- Interactive whiteboards and projectors in classrooms;
- Computer suites in most teaching areas;
- A dedicated sixth form building and suite of rooms;
- A large hall with full AV system and a stage for productions, events and concerts;
- An open-plan library with a wide range of reading materials;
- Subject area suites for science, design technology and art;
- Enhanced provision via our Link and Learning and Welfare Hub, plus a Behaviour Hub.

In a recent survey, 95% of our staff said they enjoyed working at Kingdown and felt well supported here – we value everyone at Kingdown.

Helen Carpenter
Headteacher

For more information, please visit our website: www.kingdown.wilts.sch.uk

Job description

Job title	Careers Leader
Reporting to	Headteacher

Main purpose

The Careers Leader is responsible for planning, delivering and providing a full and impartial careers programme, including access to careers guidance, for all students. Leading, coordinating and collaborating with internal members of staff involved in the delivery of careers advice, you will also manage, coordinate, and network with external partners and stakeholders to develop an aligned whole school approach to careers, which supports students, including those who are disadvantaged, in finding their next best steps.

Duties and responsibilities

- Lead in the planning and delivery of a strategic and progressive careers programme for students aged 11-18;
- Track and evaluate its impact to ensure students can successfully prepare for their future;
- Commission, line manage and engage our internal team and external stakeholders in developing an aligned whole-school approach to careers;
- Coordinate and collaborate with internal members of staff involved in delivering careers guidance to ensure a full, impartial and accessible careers service offering to all students;
- Regular liaison with external partners such as employers, learning providers and careers guidance services;
- Ensure an approach to careers that provides support, encouragement and engagement to all students.
- Submit school data to show how we are meeting the Gatsby Benchmarks;
- Support our Sixth formers through the UCAS and post 16 application process;
- Maintain and monitor our destinations data;
- Work with the local authority to support potential NEET students;
- Co-ordinate work experience for our students.

Other areas of responsibility

- Read and follow the relevant school policies;
- Undertake training required to develop in the role;
- Ensure all duties and responsibilities are undertaken in line with the school's health and safety policy;
- Contribute to the safety of children and young people and protect them from harm.

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Person specification

Criteria	Essential
Qualifications and Training	<ul style="list-style-type: none"> • Educated to degree level; • Hold an appropriate Careers Leadership, Adviser (or equivalent) qualification, or is willing to gain this qualification on the job; • Are a member of a professional body.
Experience	<ul style="list-style-type: none"> • In planning and delivering a comprehensive school careers programme (preferable); • Leading, coordinating and managing a team; • Working with young people.
Skills and knowledge	<ul style="list-style-type: none"> • Strong interpersonal and communication skills and able to work with a variety of students and staff as well as external providers; • Superb attention to detail as well as excellent organisational and IT skills; • Self-motivated, dedicated and consistent with a confident and engaging personality; • Has the ability to deal with new challenging situations; • Is a strong team player with a positive and flexible attitude; • Ability to build effective working relationships; • Understanding of data protection and confidentiality; • Understanding of safeguarding; • Understanding of schools career provision and Gatsby benchmarks.
Personal attributes	<ul style="list-style-type: none"> • Commitment to promoting the ethos and values of the school and getting the best outcomes for all pupils; • Commitment to maintaining confidentiality; • Commitment to safeguarding and equality; • Embraces change well and deals with difficult situations effectively; • Has a passion for delivering high quality and exciting opportunities for young people and preparing them for their future

The Careers Lead will be required to follow school policies and the staff code of conduct.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the successful applicant will carry out. The postholder may be required to do other duties appropriate to the level of the role.

Support for our staff

Whether your role is in a school or the central team, you will be part of a caring team that will provide you with the support and challenge needed to fulfil your role effectively.

Continued Professional Development (CPD)

- A comprehensive induction programme for all new staff (across all roles), that includes mentor and peer support
- Statutory training on safeguarding, health & safety and GDPR
- Access to over 2,500 world-leading courses, webinars and resources via the National College online training platform
- Support for Early Career Teachers (ECTs)
- Role specific training for Designated Safeguarding Leads (DSLs) and Special Educational Needs and Disability (SEND) roles
- School based training, including mentoring and coaching from senior leaders within school and across the wider Trust; Cross phase and school to school support
- Subject communities, across primary and secondary level, to share good practice across the Trust
- Opportunities to role shadow
- Apprenticeships available at various levels across the Trust for multiple roles, including Teaching, Teaching Assistants, Nursery and IT Technicians

Health and wellbeing

- A strong culture of wellbeing across all schools and the central team
- Family friendly policies, including comprehensive flexible working policy, adoption leave policy, maternity and paternity (including shared parental leave) policies and staff wellbeing policy
- Access to [Care First](#), an employee assistance programme which provides confidential support on health and wellbeing, relationships, money issues, bereavement and loss, stress, anxiety and depression and much more

Pensions

- Teacher pension
- Local government pension
- Nest pension

Staff wellbeing is very important at Acorn Education Trust. We are consistently looking for new ways to improve our offering, and, regularly collect feedback at all levels to check in with our staff and ensure they feel supported in their role.

How to apply

If you would like more information about this role, please contact the school office via email at info@kingdown.wilts.sch.uk or by phone on 01985 215551.

To apply

Please download an application form from the [Acorn Education Trust website](#).

Completed application forms must be submitted to the school office by the closing date listed on the advert.

Shortlisted candidates will be invited for an interview.

Kingdown School, Woodcock Road, Warminster, Wiltshire, BA12 9DR

01985 215551

info@kingdown.wilts.sch.uk

Kingdown School, as part of the Acorn Education Trust, is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. If successful in obtaining this post you will be subject to a Disclosure from the Disclosure and Barring Service and health screening. We are an equal opportunities employer. As part of our safer recruitment processes, if you are shortlisted for the post, we will carry out a social media account search.