



INFORMATION PACK

Careers Lead

Thank you for your interest in The Swan School, part of the River Learning Trust.

The Swan became Oxford's first completely new secondary school for over 50 years when it opened in September 2019.

When full, we will have approximately 1,200 students on roll, of whom around 300 will be in the Sixth Form. Our students are drawn from a local catchment area and the school will be at the heart of the community.

Learning from the most successful approaches at the best schools, The Swan School provides a uniquely challenging and structured experience in a caring and disciplined environment.

The ethos is academic; we regard an excellent academic education as the entitlement of all young people, no matter what their background or previous experiences of learning. Our students are inspired and nurtured, acquiring the knowledge and skills to think critically and creatively.

They learn to be confident, resilient



and ambitious, and have high expectations in terms of their own achievements and their contribution to wider society.

To achieve these aims we draw on best practices proven elsewhere, including a longer school day and enrichment activities embedded in the curriculum.

Students read and are read to and we expect all students to work to the best of their abilities and have excellent attendance and behaviour. If you have any questions or would like to speak to someone about this post, please contact our school office via office@theswanschool.org.uk or on 01865 416 070.

We very much look forward to hearing from you.

*Emily Harris and Matthew Larminie,
Acting Co-Headteachers.*



A Unique Curriculum

The curriculum at The Swan School is tailored to provide a rigorous academic education. We have the highest expectations of what students can learn and encourage them to learn quickly and securely, while being considerate of different starting points. We know that giving all young people access to knowledge through which they can be successful promotes social justice and ensures students have a full range of opportunities open to them.

The subjects taught are broadly traditional, but all students are motivated to stretch themselves beyond what is normally expected in English, mathematics, sciences, a modern foreign language, history, geography and religious education. Alongside this, and seen as of equal value, is their learning in art, design and technology, and music, in which they are taught to both appreciate the achievements of others and to develop their own creative abilities. In all subjects, the emphasis is on expertly-designed learning with high levels of structure.

There is absolute clarity for all on what students are expected to know and do at each point. No time is spent on tasks that don't move students on. This is also evident in the provision of independent work – some of which is completed during supervised study periods, and some at home. This is purposeful, clear and useful, normally involving practice or learning by heart of material taught in lessons.



Electives

Our longer day also means time for 'electives' every week. Electives are timetabled slots in which students choose from a range of enriching activities alongside the main curriculum. Currently these include specialised sport, music, drama, additional languages and volunteering.

Electives are a chance for students to explore existing passions and discover new ones.

They are a compulsory part of school life so that enrichment is an entitlement for all, not an optional extra for a few.

Everyone at The Swan School works hard, guided by the belief that, through effort and dedication, wonderful things can happen. Students are expected to show commitment, self-discipline and responsibility in their studies.

As a result, they produce work of the highest quality and learn to achieve more than they ever believed possible.

Co-curricular Activities

Students at The Swan School are able to access a wide range of activities outside the curriculum, helping them to develop confidence, curiosity and resilience, and ensure their development into well-rounded young people.

Students will be active participants in the school, local community and beyond. They learn consideration and kindness, and contribute to society. Swan students have 40 minutes of tutor time every day where we focus on their personal and social development.

Tutors and co-tutors guide their tutees through a centrally planned 'pastoral curriculum' that includes PHSCE topics, values-based activities, and opportunities to debate topical issues in 'Thought for the Week'.

Tutor time also includes 'guided reading' where tutors read to their tutees for 20 minutes to help develop their literacy, love of reading, and cultural capital.

Support and Inclusivity

The Swan School is an inclusive school, where all students learn well, no matter what their previous experiences of learning, background or circumstances.

Our experience in schools confirms that all young people can learn challenging content. Therefore, our approach to teaching students with SEND or other barriers to learning is to ensure that classroom delivery and organisation is of the highest standard, and to intervene immediately when evidence shows that a student is falling behind. If a student demonstrates lower than expected levels of literacy or numeracy in the early years, intensive teaching will be provided to ensure that this is, where possible, remedied. An outstanding learning support team and the extra-flexibility provided by the extended day allow us to make sure that no student falls behind or does not make good progress. Good schools do not give up on students.

Family Lunch

Students and staff sit and eat together every day to promote healthy eating, caring for others, maturity and conversation skills. This communal approach helps all our students to learn good habits, consideration for others, and also how to engage in discussions with confidence. Breakfast and healthy snacks at break are also available.



RIVER LEARNING TRUST

The Swan School is part of River Learning Trust (RLT), a multi-academy trust responsible for primary and secondary schools and a school-centred initial teacher training provider across Oxfordshire, Berkshire and Wiltshire.

OUR VISION

Education has the power to change lives, communities and society for the better.

At the River Learning Trust we believe that we can achieve more for our pupils, trainees, staff and communities by working together rather than alone.

All of the schools in the River Learning Trust are united by a common belief in the benefits of working together, and by our commitment to our shared principles. Our vision is for our schools and SCITT to improve rapidly, continuously and sustainably: to be better faster together.

Our 'Why?' is that children and young people 'only get one go' in school and our schools should improve faster and be better as part of RLT to ensure the best possible 'go' for our pupils.

Our 'How' is through the highest possible support and challenge for our schools and each other, underpinned by our three principles. We use the principles of 'aligned autonomy' to empower colleagues in schools to perform well; we rarely direct from the centre but rather support leaders and other colleagues to do their work exceptionally well in their own context.

The schools and SCITT are united by their commitment to the principles of the trust and a common belief in the benefits of everything that is gained by working together.

WHAT MATTERS TO US

The River Learning Trust is a community of children, young people and adults with shared principles.

These principles are:

- Commitment to Excellence; striving for the best educational experience through continuous improvement.
- Everyone Learning; creating and taking opportunities that enhance lives through evidence-based practice supporting adult and pupil learning.
- Respectful Relationships; acting with care, integrity, and fairness in all we do.

THE POWER OF PEOPLE

High-performing organisations have the right organisational culture, effective processes and well-trained, motivated colleagues in the right roles.

We focus a great deal on people and the importance of continuous professional learning and development.

THE TRUST'S SCHOOLS

We currently educate around 14,500 pupils and have around 2,000 colleagues working in the trust. The SCITT trains around 110 trainees across some 40 schools in Oxfordshire, Berkshire and Wiltshire.

SECONDARY SCHOOLS

Cheney School
Chipping Norton School
Gosford Hill School
Kingsdown School
The Cherwell School
The Marlborough CofE School
The Oxford Academy
The Swan School
Wheatley Park School

PRIMARY SCHOOLS

Barton Park Primary School
Bayards Hill Primary School
Beckley CofE Primary School
Charlbury Primary School
Cutteslowe Primary School
Edith Moorhouse Primary School
Garsington CofE Primary School

Horspath CofE Primary School
Larkrise Primary School
Madley Brook Primary School
Middle Barton Primary School
New Marston Primary School
Rose Hill Primary School
Sandhills Primary School
Seven Fields Primary School
Tower Hill Primary School
Witney Community Primary School
Windrush CofE Primary School
Wolvercote Primary School

SCITT

OTT

TEACHER SCHOOL HUB

Oxfordshire Teaching School Hub



JOB DESCRIPTION

Title of Post:

Careers Lead

Contract Terms:

Permanent

Grade:

Grade 11

Accountable to:

Senior Leader (Deputy or Assistant Headteacher)

PURPOSE OF THE POST

The Careers Lead is responsible and accountable for the school's programme of career advice and guidance. It is a senior role that requires the person doing it to have a clear overview of the school's careers provision and to make sure that the school meets the Gatsby Benchmarks by the end of each academic year.

KEY RESPONSIBILITIES

The Careers Lead is responsible and accountable for the school's programme of career advice and guidance. It is a senior role that requires the person doing it to have a clear overview of the school's careers provision and to make sure that the school meets the Gatsby Benchmarks by the end of each academic year. The careers programme is an essential element of our curriculum, the aims of which are to equip students to progress in education and for the rest of their lives as learners, and to develop respectful, compassionate, tolerant individuals who will make a positive difference.

The Careers Lead will be crucial in ensuring that this programme addresses the needs of each student and supports them to be successful and expand their horizons.

MAIN DUTIES

- Planning, implementing and quality assuring a careers programme for the school
- Planning an ambitious and inclusive careers programme that supports all students to develop their aspirations for their future.
- Coordinating encounters with employers and work experience.
- Liaising with the PSHE leader and other subject leaders to ensure there is a coherent and aspirational whole-school programme of career guidance.
- Ensuring compliance with the legal requirements to provide independent career guidance and give access to providers of technical education or apprenticeships, to pupils in schools, including the publication of the policy statement of provider access on their website.
- Understanding the implications of a changing education landscape for career guidance, e.g. technical education reform.
- Advising the senior leadership team on policy, strategy and resources for career guidance and showing how they meet the Gatsby Benchmarks.
- Monitoring and evaluating the delivery of career guidance across the eight Gatsby Benchmarks, using the Compass evaluation tool, and providing information for school development planning, Ofsted and other purposes.
- Managing the careers section of the school's website, ensuring information is accurate and up to date.
- Ensuring that the destinations of young people from the school are tracked and that this information is used to improve the effectiveness of the careers programme.

Managing the delivery of career guidance; coordinating the contributions of careers teachers, subject teachers, tutors and SENCO.

- Line-managing any additional careers staff, e.g. administrator or careers advisers.
- Briefing and supporting the team of teachers, external partners and others who deliver career guidance.
- Liaising with tutors, the inclusion team, and the pastoral teams to identify pupils needing additional guidance.
- Providing information, advice and guidance to pupils one-to-one and in groups.

- Monitoring access to, and take up of, guidance.
- Ensuring colleges and apprenticeship providers have access to the school to share opportunities with all pupils.
- Managing the careers budget as appropriate.
- Managing their own CPD and supporting the ongoing CPD of colleagues in the careers team.
- Communicating with pupils and their parents.

Networking with external partners, including employers

- Establishing and developing links with FE colleges, apprenticeship providers, University Technical Colleges and universities.
- Establishing and developing links with employers.
- Negotiating service level agreements with other organisations.
- Commissioning career guidance services where appropriate.
- Managing links with the Local Enterprise Partnership and other external organisations.
- Securing funding for careers related projects.
- Building a network of alumni who can help with the career guidance programme.

OTHER DUTIES/RESPONSIBILITIES

- Contribute towards instilling a culture of high expectations for all students across the school.
- Provide consistent and effective support for colleagues in line with the responsibilities of this role.
- To consistently apply whole school policies, including behaviour and rewards.
- Support the maintenance of student safety and security and minimise the risks from health emergencies.
- Build successful relationships with students, parents, teaching staff, support staff and outside agencies.
- To be an effective member of a pastoral team.
- To contribute to some school events.
- Participate in regular performance reviews to ensure that any personal development needs are identified and met.
- Actively participate in professional development opportunities. Review and maintain your own professional practice through agreed development activities.
- To be familiar with and adhere to all school policies.
- To fulfil your duties and responsibilities regarding safeguarding pupils, health and safety, confidentiality and data protection, reporting all concerns to an appropriate person.
- To set a good example in terms of dress, punctuality and attendance.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

SAFEGUARDING

The Swan School and River Learning Trust are committed to safeguarding and promoting the welfare of all children and preventing extremism; all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service (DBS) and obtain any other statutorily required clearance. Employment will also be conditional on the receipt of at least two acceptable references (1 from current/latest employer) and evidence of the formal qualifications required for the role.

PERSON SPECIFICATION

	Essential	Desirable
Qualifications and Training	<ul style="list-style-type: none"> • L6 careers qualification • Up-to-date knowledge of key national guidance • Basic knowledge of using technology 	<ul style="list-style-type: none"> • Teaching qualification • Familiarity with: Google Workspace for Education, Morrisby • Knowledge of approaches to work with students of various Special Educational Needs
Experience	<ul style="list-style-type: none"> • Experience of working with young people 	<ul style="list-style-type: none"> • Experience of successfully organising large-scale and complex events • Experience of working within a school environment with vulnerable young people including students with SEN. • Experience of dealing with parents
Skills	<ul style="list-style-type: none"> • Highly effective written and oral communication skills for a range of audiences and purposes • Excellent communication skills to link with other colleagues, students and parents • Good administrative skills • To be able to manage own workload • Excellent time management 	<ul style="list-style-type: none"> • Advanced skills in using new technologies to enhance learning
Attitudes and Values	<ul style="list-style-type: none"> • A deep commitment to social justice and working with young people to enhance their lives • A deep commitment to the school values of Ambition, Dedication, Kindness, and Integrity • A Growth Mindset orientation • An ethic of continually striving for personal and organisational excellence • A commitment to team working and willingness to sacrifice the achievement of personal goals for the achievement of collective ones 	
Other qualities and attributes	<ul style="list-style-type: none"> • Honesty and integrity • Reliability • Loyalty and trustworthiness • Flexibility and adaptability • Grit, determination and resilience • Eternal optimism and positivity • Humour and a sense of perspective • Creativity, innovation and a willingness to take risks • Self-awareness • Common-sense and good judgement • Compassion 	



The Swan School Sixth Form, Marston Ferry Road, Oxford, OX2 7WP. Tel: 01865 416070.

www.theswanschool.org.uk