



HABERDASHERS' ASKE'S
CRAYFORD
ACADEMY

2019-20
CAREERS AND
ADMISSIONS
CO-ORDINATOR
RECRUITMENT

PACKAGE





From the Principal

Dear Candidate,

Thank you for your interest in the post of Careers and Admissions Co-ordinator. If you are determined to join a dynamic team with a consistent record of providing excellent careers guidance and outstanding destinations for our students, then look no further. This is an exciting opportunity for a dedicated professional with a track record of working with external partners and an ability to bring insight and analysis to this area of the school's business. You will have the opportunity to work with staff across the Federation, a range of employers, and with students from all backgrounds.

We have very high expectations to build on our careers in the curriculum scheme, as well as the work experience provision in years 10 and 12. We are looking for a talented individual who can use their knowledge to achieve our destination aims for our students. Specifically, this is through your understanding of the importance of the Gatsby Career Benchmarks and an ability to deliver the following;

- Plan and deliver a comprehensive careers guidance programme which is sufficiently robust to withstand the rigour of inspection
- Coordinate a meaningful programme of work experience opportunities compliant with current guidelines in the education sector
- Develop strong links with the Haberdashers' Company to capitalise on the Haberdashers' Advantage from which our students benefit
- Sustain the current 0% NEET figure
- Provide school leaders with analysis and insight that will inform curriculum development
- Be sufficiently IT literate to maximise the potential of online tools such as Compass and enabling you to develop links with our local Enterprise Advisor

The majority of our sixth form students go on to study at university, with others proceeding to apprenticeships, employment or taking a gap year. It is our intention to increase the numbers of Year 11 students who return to our sixth form – which has been the case each year since its inception in 2015.

Facilities at the school are first class, from the building itself to the resources which support the delivery of a broad curriculum including an extremely popular and well-maintained Learning Resource Centre. Our playing fields, gymnasium, drama theatre and ICT facilities all contribute to ensuring we deliver an education for character, a feature of all Haberdashers' schools that is part of our DNA.

Yours sincerely,

Mr R Farrow
Executive Principal



About the Federation

A message from the Chief Executive

A very warm welcome to Haberdashers' Aske's Federation. We are a multi-academy trust of four secondary schools and five primary schools organised in four clusters:

- Borough Cluster – Borough Academy
- Crayford Cluster – Crayford Academy, Crayford Temple Grove and Slade Green Temple Grove
- Hatcham Cluster – Hatcham College, Hatcham Temple Grove and Hatcham Temple Grove Free School
- Knights Academy – Knights Academy and Knights Temple Grove

Our schools are in the London Boroughs of Bexley, Lewisham and Southwark and educate over 5,000 children and young people in central and south east London. All our schools have a single vision and ethos and are committed to valuing tradition, as well as progress, and promoting excellence in every area of school life, and to ensuring every student in our care fulfils their potential. We have a strong ethos based on mutual respect and responsible behaviour.

Our sponsors, the Worshipful Company of Haberdashers and the Temple Grove Schools Trust, take a keen interest in the welfare and progress of our students and are extremely generous with their support and expertise.

Being part of a Multi Academy Trust

Our Federation brings together primary and secondary schools in an innovative and ambitious way. United by a single Trust Board, Chief Executive, Finance Director and Director of Operations, our four school clusters are autonomous with their own Principals and Head Teachers and senior leadership teams.

At the same time, links develop at every level and in every area of school life. There are excellent opportunities for sharing resources, learning from each other and student and teacher exchange. The Federation is at the cutting edge of national educational initiatives, committed to research and development and to adopting creative solutions that will benefit all students.

All our students are inspired to reach their full potential, no matter their ability or background; aspirations and achievements are constantly raised; the improvement of standards reflects the needs of the local and wider communities, through the highest quality academic, personal and vocational teaching and guidance. We build on the strengths and experiences of our schools so that our students become independent learners, fully equipped for the opportunities, challenges and responsibilities of adult life in the 21st century and well prepared to be the leaders, professionals and parents of tomorrow.

Mr Adrian Percival, CEO



Our Vision

The Haberdashers' Aske's Federation is a multi-academy trust organized in four clusters, each at the heart of their community that share a vision for the education of children and young people. Our vision is built from our values of aspiration and achievement, personal responsibility, self-discipline and mutual respect. We are forward-looking and value innovation within the context of our long tradition of providing excellent education. Based upon these values we aim to ensure all the children and young people who come to our schools:

- are happy and safe at school and are able to learn successfully within a supportive environment.
- are able to achieve their full potential personally, academically and socially.
- develop and grow as independent, resourceful and resilient individuals.
- are equipped with the skills, qualifications and love of learning they will need to be successful in the world they will join as adults.

“We are forward-looking and value innovation within the context of our long tradition of providing excellent education.”

We will achieve these aims by providing a safe environment where all children and young people can succeed through:

- Provision of a curriculum that is stretching, relevant and provides each student with the opportunity to excel.
- High expectations of every member of our community.
- Excellent teaching, leading to the highest standards of academic excellence.
- The best standards of behaviour based upon our values of mutual respect, self-discipline and self-confidence.
- A respect for tradition that embraces innovation and challenge.



Role Description

Careers and Admissions Coordinator

The exciting role of Careers and Admissions Coordinator involves working effectively in a number of areas with many groups both within the Federation and outside of it. The main purpose of the role is to provide the students of Haberdashers' Aske's Crayford Academy with impartial and valuable careers and university guidance to ensure that the academy is fully compliant with the Gatsby Benchmarks and that there are no students not in education, employment or training (NEETs) when they leave school at the end of Year 11 or Year 13. This will involve meeting with students one-to-one to provide careers guidance, organising work experience for all students in the Sixth Form and developing the existing careers programme within the school.

We are looking for a candidate who will manage the Careers budget to maximise opportunities for our students through organising talks with employers, work experience, employment taster opportunities and workshops as well as working closely with the teaching staff on Personal Development Days to embed careers guidance across the whole school.

The candidate will also work closely with our Sixth Form Team and lead the UCAS process, helping our students achieve places on university courses. This will involve supporting teachers in writing high quality references, students in writing convincing personal statements, providing advice on applications and course selection and working with 'Aim Higher' to support Pupil Premium students make informed decisions about higher education. The candidate will also be expected to develop our higher education programme through liaising with universities, such as our partner Sussex University, to organise visits, talks and other opportunities.

We are also keen for the successful candidate to lead the development of our apprenticeships programme which involves organising workshops, assessment days and building links with employers in the local area and London.

Finally, the successful candidate will work closely with the Haberdashers' Livery Company to ensure that the Federation's extra-curricular opportunities are full utilised by the academy. This includes a number of business-related work experiences and competitions such as the prestigious Academy Schools Awards.

The working hours for this post are 8.00am – 4.00pm, Monday to Friday (35 hours per week, Term time only plus five days). You may be asked to stay later than your specified finish time on occasions to support the needs of the business.



Key Responsibilities

Key responsibilities

- To organise work experience placements for students and ensure that all placements are health and safety checked and compliant with HSE guidance
- To organise industry insight trips to relevant businesses and events e.g. coordinate our young citizens program
- To coordinate external programmes that target our most disadvantaged students such as the Envision community apprentice
- To actively update all careers communications platforms such as the website, library, displays etc.
- To manage careers talks with speakers from industry, higher education and further education
- Develop and maintain links with business, charity and higher education partners
- Planning, implementing and quality-assuring the Careers Plan and strategy for the academy through using feedback from all stakeholders and the destinations of pupils
- Ensuring the Careers Plan is published on the school's website
- Ensuring compliance with the legal requirements to provide independent careers guidance and give access to providers of technical education of apprenticeships, to pupils in schools, including the publication of the policy statement of provider access on our website
- To secure and deliver independent careers advice and guidance for all pupils, tailored for those identified as disadvantaged or vulnerable
- Monitoring the delivery of careers guidance across the 8 Gatsby benchmarks, using the Compass evaluation tool.
- To liaise with leadership, heads of years, SENCOs and the safeguarding officer to identify pupils needing specific advice and guidance.
- To design and lead on the provision of personal development days, options evenings and workshops
- To coordinate careers-related professional learning for all staff
- To manage and set up the UCAS portal annually and to monitor the application process
- To implement a higher education program to support students with their apprenticeship and university applications such as personal statement workshops, student finance workshops and parent and career higher education evenings



Key Responsibilities

General Responsibilities

- Promote the principle of equal opportunities in the school.
- Promote the single Federation ethos.
- Promote the school's commitment to the continued professional development of all staff.
- Undertake any duties as may reasonably be required by the Principal or CEO.
- Work within the school's framework with regard to Health and Safety.
- Be aware of and assume the appropriate level of responsibility for safeguarding and promoting the welfare of children.
- Report any safeguarding concerns in accordance with the Federation's safeguarding policies.

Person Specification

Criteria	Essen- tial	Desir- able	How identified and assessed*
Experience/Knowledge/Skills			
Will be an outstanding careers professional with an excellent track record of impact and destinations	x		AP,I, R, P
Will have in depth knowledge of local and national market information	x		AP,I, R, AS
Ability to produce and implement a careers program and strategy	x		AP,I, R, P
Experience of monitoring and evaluating a careers program and strategy	x		AP,AS,I,R,P
Ability to inspire, demonstrate and support the highest of expectations for all pupils	x		AP,AS,I,R
Use of performance management data to track student progress and monitor achievement.	x		AP,I, R
Ability to motivate and inspire others: both colleagues and students	x		AP, I, R, P
Strategies for raising achievement	x		AP, P, I
Personal characteristics/other requirements			
Is committed to personalised learning	x		AP,I,R
Will demonstrate high level communication and literacy skills	x		AP, AS,I, R
Is a 'can do' person who works positively and collaboratively	x		AP,I, R
Will be able to demonstrate professionalism of the highest order	x		AP,I,R
Will demonstrate the ability to lead and work within teams	x		AP,I,R
Is committed to introducing a range of innovative and forward thinking strategies to ensure students' progress at all levels	x		AP,I,R,P
Is committed to working with others to improve the numeracy levels of all students within an all-through setting	x		AP, I, P
Commitment to safeguarding and promoting the welfare of children and young people	x		AP,R, I

* AP: application, AS: assessment, I: interview, P: presentation; R: references



Additional Recruitment Information

Recruitment Schedule

- Closing date: 15th November 2019, 12 noon
- Interview date: To be confirmed (candidates may be seen before

Recruitment Process

Once you have submitted your application, it will be assessed against the criteria in the person specification. If you attain high scores you will then be invited to attend an interview assessment.

This may include:

- Psychometric assessment
- Biographical and competency based interview
- Classroom observation
- Visit around the school
- Case study
- Presentation
- Software tests

References

Before you are invited to interview, the Academy will obtain references from your referees. In order to prevent a delay please ensure that the reference section of the application form is accurate and completed in full.

Right to work in the UK

Section 8 of the Asylum and Immigration Act 2006 makes it a criminal offence for an employer to take on a new employee whose immigration status prevents him/her from taking up employment. If you are invited to attend an interview you will be asked to produce original and up to date documentary evidence of your right to work in the UK.



Additional Recruitment Information

Data Protection

Any data about you will be held securely with access restricted to those involved in dealing with your application in the selection process. By signing and submitting your application form you are giving consent to the processing of your data.

Criminal Convictions

All education establishments in the UK are exempted from the Rehabilitation of Offenders Act 1974. In practice this means that all applicants must inform on all spent and unspent convictions on their application form and when completing a Disclosure and Barring form. Failure to provide this information may result in dismissal. List 99 is also obtained on anyone who will be working or coming into contact with children; and must be received by the Academy before employment can commence.

Equality and Diversity

We recognise the benefits of a diverse workforce such as ideas and talent. We are committed to eradicating discrimination in the workplace; and becoming an employer of choice.

Newly Qualified Teachers (NQTs)

NQT's who have been qualified for less than 12 months are welcome to apply for our teaching vacancies.

Special requirements

If you require reasonable adjustments prior to your interview, these can be arranged by emailing crayfordhr@haaf.org.uk and where practical we will support your request.

Visiting the Academy

If you are successfully shortlisted to attend an interview you will be given the opportunity to have a tour of the school.



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Crayford Academy
Crayford, Kent DA1 4RS

Tel: 01322 402 180

Email: creception@haaf.org.uk

www.habscrayford.org.uk