



*Forward Thinking, Cohesive, Proud*

## Candidate brief for the position of Trust Head of Careers

Tenure: Permanent

Salary: S01 (pts 23-25) Salary £31,176- £32,101 depending on qualifications and experience

Start Date: ASAP

Hours: 36 hours per week x 48.74 weeks per year







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## CHINGFORD ACADEMIES TRUST

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Chief Executive Officer/Executive Principal  
Rob Mammen  
Chingford Academies Trust  
Nevin Drive  
Chingford  
London E4 7LT

Tel: 020 8529 1853

Dear Applicant

Thank you for expressing an interest in the post of Trust Head of Careers at Chingford Academies Trust. We hope the information in the pack will give you a good flavour of our schools as well as the application procedures and that, having read the pack, you will decide to apply.

This pivotal role is available immediately and offers an exciting opportunity to join a passionate and focused team of colleagues dedicated to improving the lives of the more than 2000 students within our Trust.

Chingford Foundation School (CFS) and South Chingford Foundation School (SCFS) have 120 years of combined history and experience in delivering a positive, aspirational environment for our students to flourish. Whilst we have continued to adapt to the changing world around us with the creation of our Multi Academy Trust, our commitment to helping students of all abilities and backgrounds achieve their dreams has only strengthened. We are incredibly proud of our staff and students and passionate about driving improving standards across the Trust, aspiring to offer a world class education and professional development model for all.

We are looking for a skilled, professional and enthusiastic individual to help us ensure that in every way the schools within Chingford Academies Trust move to outstanding schools. There remains a lot of work ahead of us, but with innovative, inspirational leadership there is no limit to what we can achieve for our students, as we start an exciting new chapter in our story.

When completing the application form, please follow the instructions contained in this pack and demonstrate clearly how you meet the person specification and job description. If you have any questions, please contact the Personal Assistant to the Executive Principal on 020 8529 1853 extension 416.

We very much look forward to receiving your application.

Yours sincerely

**Rob Mammen**  
CEO/Executive Principal

Chingford Academies Trust is a charitable company limited by guarantee registered in England and Wales  
with registration number 08179498  
Registered Office: Chingford Foundation School, 31 Nevin Drive, Chingford, London, United Kingdom, E4 7LT



## **An Introduction to the Chingford Academies Trust**

A warm welcome to the Chingford Academies Trust, where we provide students with an excellent secondary education. The two secondary schools challenge and extend students of all abilities and backgrounds and prepare them to contribute positively to the communities in which they live.

Our commitment to quality, achievement and the 'comprehensive ethos' makes our schools the natural first choice of students, parents and staff in the local area who are keen to contribute to the successful development of tomorrow's young citizens.

We are proud of recent developments to provide educational spaces for our expanding roll that create a sense of wonder and awe at Chingford. These have included the Clive Moore Sports Hall, our Arts Centre, state-of-the-art library facilities, additional classrooms and external recreation areas. We have further developed our site with an extension to our Science facility which was completed in September 2020. Further site improvements are planned under the School Rebuilding Programme.

At South Chingford Foundation School, we offer a smaller learning environment 'where everybody will know the student's name' and the support will be individualised to inspire students to make excellent progress. There is a thriving extra-curricular programme including and externally funded Saturday School which is well attended.

### **Our strengths, including what Ofsted say about our schools:**

*The Schools serve a diverse community and are inclusive in their approach.*

*Pupils say that they are encouraged to respect others and treat everyone equally.*

*Behaviour in lessons is calm and purposeful. It contributes to an atmosphere where pupils are able to engage in their learning.*

*Pupils are proud of their school. They behave well around the School and in lessons. They are cheerful, polite, helpful and very supportive of each other.*

*Many pupils choose to stay on in the Sixth Form. A student explained "We stayed because our Sixth Form has a good reputation."*

*Parents, carers and staff are overwhelmingly positive about the Schools' work.*

*Positive relationships between teachers and pupils underpin engaging and effective learning.*



## CHINGFORD ACADEMIES TRUST

### Job Specification

#### Role: Trust Head of Careers

<b>Scale:</b>	SO1 (Spinal points 23 – 25)
<b>Grade/Pay Range:</b>	£31,176 - £32,101 actual pro-rated salary
<b>Hours and weeks:</b>	36 hours per week x 48.74 weeks per annum
<b>Tenure:</b>	Permanent
<b>Reporting To:</b>	Senior Leader with overall responsibility for Careers Education, Information, Advice and Guidance (CEIAG)

#### Purpose:

The role of the careers leader at the Chingford Academies Trust is to drive the planned strategy for careers and develop a careers programme for the schools within the Trust that meets all eight of the Gatsby benchmarks of good practice. This programme should prepare pupils for the choices that they will make at key transition points in their education, training and employment.

#### Key tasks:

##### 1. Leadership

- To contribute to the work of the MAT Leadership Group.
- Advise senior leadership on policy, strategy and resources for CEIAG
- Create trust wide 'core objectives' to enable the strategic careers vision to be enabled
- Report on CEIAG to senior leaders and governors
- Review and evaluate CEIAG
- Prepare and implement a CEIAG action plan that supports school development plan priorities
- Identify sources of funding and additional support for CEIAG

##### 2. Management

- Implement a Trust wide careers strategy and individual school progression frameworks
- Plan a strategy and schemes of work and develop resources for careers education
- Brief and support teachers delivering careers education
- Monitor teaching and learning in careers education
- Support mentors providing initial information and advice
- Manage own workload and the provision of timely IAG as careers adviser
- Monitor access to, and take up of, careers guidance at pupil group level

##### 3. Co-ordination

- Manage the provision of careers information
- Liaise with the senior leader with responsibility for PHSE, and other subject leaders, to plan careers education
- Liaise with Pastoral teams, SENCO and Head of Sixth Form, to identify students needing guidance
- Provide IAG and careers intervention as required to support pupils with higher levels of need

##### 4. Networking

- Establish, develop and maintain links with employers
- Establish, develop and maintain links with FE colleges, apprenticeship providers and universities
- Work alongside the SENCO to negotiate a service level agreement with the local authority for support for vulnerable young people
- Commission careers guidance services
- Manage links with the Local Enterprise Partnerships and other external organisations



### Person specification

Criteria	Qualities
<b>Qualifications and training</b>	<ul style="list-style-type: none"> <li>• GCSE (or equivalent) in English and maths (essential)</li> <li>• Degree or equivalent (desirable)</li> <li>• Previous teaching experience (desirable)</li> <li>• Level 6 Careers Guidance and Development (achieved or willing to work towards)</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Successful leadership and management experience in a school or other relevant organisation</li> <li>• Proven track record of developing and implementing a careers strategy in a school or FE college.</li> <li>• Experience of developing and implementing schemes of work</li> <li>• Experience of organising events and managing external providers</li> <li>• Proven ability to network effectively</li> </ul>
<b>Skills and knowledge</b>	<ul style="list-style-type: none"> <li>• High levels of literacy, effective communication and interpersonal skills</li> <li>• Expert knowledge of legislation and guidance on careers, including the Gatsby Benchmarks</li> <li>• Awareness of local and national organisations that can provide support with delivering a careers programme</li> <li>• Good IT skills</li> <li>• Ability to communicate a vision and inspire others</li> <li>• Ability to build effective working relationships with staff and other stakeholders</li> <li>• Strong organisational skills</li> </ul>
<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>• A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school</li> <li>• Ability to work under pressure and prioritise effectively</li> <li>• Maintain confidentiality at all times</li> <li>• Commitment to safeguarding and equality</li> </ul>





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The Trust will endeavour to make any necessary reasonable adjustment to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

**You can find out more information by taking a look at our websites:**

[www.chingfordfoundation.org](http://www.chingfordfoundation.org) and [www.southchingfordfoundation.org.uk](http://www.southchingfordfoundation.org.uk)

To arrange a visit to the Trust schools please contact us on 020 8529 1853 extn: 416 or email [hr@chingfordacademiestrust.org.uk](mailto:hr@chingfordacademiestrust.org.uk)

**Closing date: 9am on Friday 3<sup>rd</sup> February 2023**

**Interviews: tbc**

Please return your completed application to [jobs@chingfordfs.org.uk](mailto:jobs@chingfordfs.org.uk)

***The Trust is committed to safeguarding children and successful candidates will undergo an enhanced DBS check.***





## How to Apply

- i. Read carefully all the information about this post.
- ii. Complete the application form as fully as possible. If there is insufficient room on any section of the form, please provide additional information on a separate sheet. Please note that your application form will be photocopied for the Selection/Interview Panel, therefore clarity is essential. It is important that all gaps in your career history and employment are fully explained on your application form.
- iii. Send your completed application form by email (if downloaded) to:  
[jobs@chingfordfs.org.uk](mailto:jobs@chingfordfs.org.uk) or post to:

Human Resources  
Chingford Academies Trust  
31 Nevin Drive  
Chingford  
London  
E4 7LT

**Your application must be received by 9am on Friday 3rd February 2023**





## **Appointment Process**

Suitable applications will be shortlisted for interview as quickly as possible.

If you are successful, you will receive either a phone call and/or email inviting you to attend for interview. Please ensure that you give us a daytime telephone number and/or an email address that you regularly access so that we can contact you to make the necessary arrangements if you are shortlisted.

If you require any assistance in attending for interview, please let us know the nature of that assistance in good time so that we may make appropriate arrangements.

Under normal circumstances candidates invited to interview will:

- be given a tour of the school
- have an opportunity to meet with key staff
- undergo a selection process
- have an interview with members of the Trust

Due to the current Covid-19 pandemic, it is unlikely that tours will be provided and interviews may be held online.

### **Pre-employment Checks**

Chingford Academies Trust is committed to safeguarding and promoting the welfare of children and young people, and an appointment will be subject to satisfactory enhanced disclosure from the Disclosure and Barring Service. Please note that an enhanced check will reveal all criminal convictions on record, including those that might be considered “spent”.

The successful applicant will also be required to:

- Provide details of two referees who know you in a professional capacity, if at a school, one of which must be your current Chief Executive Officer/Headteacher/employer. It is our usual policy to take up references before interviews wherever possible. An offer of employment is conditional on any reference provided being deemed satisfactory.
- Provide proof of all relevant qualifications.
- Provide proof of eligibility to work in the UK
- Complete a Medical Declaration and receive fitness to work.

### **Policy on Equal Opportunities**

The Trust is an Equal Opportunities employer and appointments are based on the applicant’s ability to meet the requirements of the position.



## **OUR TRUST CHARTER**

**Our Trust is committed, through daily practice, to our belief that our job is to create an environment in which strong relationships pervade; staff and students are committed to building, repairing and reflecting on our behaviours so that our harmonious community is maintained.**

This Charter supports CAT Strategic Objectives 3 and 4:

### ***Strategic Objective 3:***

**To develop a culture within the constituent Academies of the MAT in which all employees and students show outstanding behaviour and attitudes to one another, their learning and the community of schools**

### ***Strategic Objective 4:***

**To nurture a culture in which personal development contributes to the creation of a harmonious**

**community How do we deliver on the Trust Charter?**

### **Creating the Right Environment**

- Committing to our part in creating a harmonious community for young people to be educated in.
- A setting where young people feel confident to engage with adults and where adults facilitate opportunities for young people to talk.
- To be open to delivering programmes and undertaking training to facilitate improved engagement and creating a harmonious community.
- To provide opportunities through the curriculum to help all young people to see the world of opportunities and the possibility of relationships beyond their immediate peer groups.
- Giving young people a forum in the school to become leaders.

### **Building Relationships**

- Being warm, emphatic, and curious about all students in our care.
- Meeting and greeting students in classrooms and conversing with them in and outside of classrooms at every opportunity.
- To be constantly offering students opportunities to expand their horizons.
- Supporting staff to show the joy of their craft.

### **Repairing Relationships**

- Behaviour practices that are based empathy, reflection and positivity.
- Whatever the cause, to be prepared to intervene at all times in order to make young people feel calm, soothed and secure.
- To be able to help young people feel confident in 'help seeking' without fearing threat, danger or shame.
- Staff and student openness to proactively repair relationships that appear to have broken down using restorative justice, warmth, understanding and kindness.



### **Reflecting and Improving**

- Staff development and training that ensures adults and students cultivate positive behaviours and reflective practices in the art of good listening, good dialogue, empathy and understanding.
- Training for parents and carers in order to support them to empower families.
- The school to utilise the most current research practice, and resources in order to enable students to make informed choices about how they can relate to each other, how they live their lives and how they treat their bodies, brains and minds.



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