

Post 16 Careers Lead (MPS/UPS + TLR2c)

Required for September 2019 or earlier start



Sidney Stringer Academy

Sidney Stringer Academy Multi Academy Trust consists of five schools led by Sidney Stringer Academy. The schools are Radford Primary Academy, Ernesford Grange Community Academy, Riverbank Academy (Special School), Sidney Stringer Academy and Sidney Stringer Primary Free School.

All of the schools in the trust are working together with the ambition of becoming outstanding.

As the Trust develops we are exploring the opportunities of creating shared posts and services across the schools so that we can benefit from economies of scale.



16+ Department

We have a large and successful Post 16 provision with over 300 pupils studying either A levels or Applied General qualifications. We also run Level 2 courses such as GCSEs and Level 2 BTEC qualifications. We have a good track record of high pass rates and high ALPS scores across our subjects offered.

You will need to have a good understanding of the post 16 curriculum and the UCAS system.

Post 16 is based in the main building with a new large purpose built 16+ centre which includes a common area, a conference room, classrooms and a number of offices.





Why work at Sidney Stringer Multi Academy Trust?

There are many benefits to staff working at Sidney Stringer

- 100% attendance - 1 day off following year
- Staff Development- new leadership challenge programme and subsidies for Masters' degree courses

- I pads for teaching staff and class sets for lessons
- Free tea and coffee
- Social committee with subsidised events
- Revision sessions paid for (subject to minimum numbers)
- Occupational health and counselling support
- £50 a day for taking trips at weekends/ Holidays



- Cycle Scheme
- Childcare voucher Scheme
- Free parking
- Free Flu jabs
- Long service awards
- Potential to work across more than one school/phase if appropriate

JOB DESCRIPTION

Sidney Stringer Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share this commitment.

Job Title: Post 16 Careers Lead

Pay Scale: TLR 2c

Responsible to: Assistant Principal 16+

Overall Responsibility

To provide effective leadership, standards and strategic direction for the Sixth Form, its staff and students.

Careers

- Develop and deliver the careers programme to 16+ students through, citizenship, the tutorial programme and wider 16+ curriculum. This should include:
 - Exploration of post 18 pathways for all students – Higher Education, Degree Apprenticeships, School Leaver Programmes, all other employment and experience programmes.
 - Employability skill development sessions for all 16+ students such as interview skills, public speaking, interpersonal skills, communication skills and independence skills through the citizenship and tutorial programme
 - Managing the work experience procedure for all year 12 students
 - Support and guidance for the UCAS application process. Working with students to create their personal statements and supporting those students applying for early entry and competitive courses (Medicine/Dentistry, Oxbridge or Russell Group)
 - Ensuring that all 16+ students have a post 18 destination (University, Apprenticeship or employment)
- Equip extended 16+ team, with necessary knowledge and skills to confidently deliver the 16+ careers programme, through CPD sessions and ongoing support
- Increase enrichment opportunities for 16+ students particularly those from disadvantaged backgrounds, by establishing purposeful links with employers, Higher Education providers and educational charities – acting as point of contact for mentoring programmes, higher educational access programmes and employment initiatives.
- Coordinate and deliver a series of offsite educational visits to universities and employers, both locally and further afield
- Deliver informative sessions to parents and students at GCSE and A-level options evening about various post-school pathways, student finance and all other potential opportunities. Also making students and parents aware of the subject requirements for specific post 18 courses and careers.
- To track, monitor and evaluate the effectiveness of 16+ career programmes through analysis of post 18 employment and HE destination data
- Stay up to date with local and national skills needs, updating content and sharing with students/staff as appropriate

- To help the school meet the government's statutory guidance for careers education, using the Gatsby Benchmarks where appropriate, and ensuring careers policies are kept up to date on the schools website

T&L

- To support the Assistant Principal 16+ with the strategic development and delivery of the post 16 curriculum and learning offer which meets the needs and aspirations of all students.
- Promote excellence in learning, teaching and assessment.
- Working with Assistant Principal 16+ to develop and maintain effective systems to set high expectations and challenging targets.
- Rigorously and regularly monitor the progress of students against Sixth Form and departmental targets
- Identify any student under achievement and implement effective intervention strategies as required.
- Be a role model of exemplary practice for colleagues within the Sixth Form.
- To teach about 12-14 lessons which will include post 16 PSHE lessons and mainstream (subject specialist) lessons

Accountability for leading, managing and developing staff

- Keep up to date with the national developments relating to post 16.
- Keep up to date with inspection and data return requirements (where appropriate) and share this knowledge and expertise with colleagues.
- Lead and attend appropriate meetings.

Continuing Professional Development

- Take responsibility for personal professional development, keep up-to-date with research and developments in teaching and support Sixth Form development plans.
- Develop links for Careers throughout the whole academy supporting with transition of students from the lower school.
- Look into developing MAT links to ensure a consistent approach to careers and enrichment.
- Participate in leadership, peer and self-monitoring and evaluation schemes, responding to, and acting upon, advice and guidance received.
- Contribute to the professional development of colleagues.
- Contribute to department and Sixth Form development by sharing professional learning, expertise and skills with others in the team, through departmental training activities such as coaching and mentoring.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the Sixth Form in relation to the post holder's professional responsibilities and duties.

Other Duties

- To undertake such other duties, training and/or hours of work as may well be reasonably required and which are consistent with the role.
- To participate in performance management arrangements.
- To adhere to published school policies and procedures.
- To attend regular meetings with line manager.

Safeguarding

Teachers are accountable for the way in which they exercise authority, manage risk, use resources and protect students from discrimination and avoidable harm. All staff, whether paid or voluntary, have a duty to keep young people safe and to protect them from physical harm. When an individual accepts a role that involves working with children and young people they need to understand and acknowledge that the responsibilities and trust are inherent in that role.

- The jobholder is expected to observe their obligations in accordance with the Academy's Child Protection Procedure, and to report any concerns that they may have regarding a child or young person's welfare to the appropriate person. A copy of the Academy's Child Protection Procedure can be obtained from the jobholder's line manager.
- ***The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.***

Rehabilitation of Offenders Act 1974

This job is exempt from the provisions of the Rehabilitation of Offenders Act 1974. Appointment to this job is subject to an enhanced DBS disclosure being obtained, and any relevant convictions cautions and reprimands being considered. Any convictions cautions or reprimands of relevance, obtained by the jobholder after enhanced DBS clearance has been acquired, must be disclosed to the Principal by the jobholder. Failure by the jobholder to do so, or the obtaining by the jobholder of a relevant conviction caution or reprimand, may be managed in accordance with the Academy's Disciplinary Procedure.

Health and Safety

The jobholder is required to exercise their duty of care by taking responsibility for their own health and safety, and the health and safety of other people who may be affected by their acts or omissions (failure to act). Full guidance regarding health and safety is set out in the Academy's Health and Safety Policy, and in any risk assessments relevant to the jobholder's role or circumstances. Both can be accessed via the jobholder's line manager and must be observed.

Confidentiality and Data Protection

The jobholder is expected to comply with the provisions of the Data Protection Act 1998. Any information they have access to, or are responsible for, must be managed appropriately and any requirements for confidentiality and security observed. Information must not be disclosed to any person or Authority, for example a parent or the Police, without observing the correct procedure for disclosure as set out in the Academy's Data Protection Policy.

Equality and Diversity

Sidney Stringer Multi Academy Trust is committed to equality and values diversity. As such the Academy is committed to fulfilling its Equality Duty obligations, and expects all staff and volunteers to share this commitment. The Duty requires the Academy to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity and foster good relations between people who share characteristics, such as age, gender, race and faith, and people who do not share them. Staff and volunteers are required to treat all people they come into contact with, with dignity and respect and are entitled to expect this in return.

Training and Development

Sidney Stringer Academy has a shared responsibility with the jobholder for identifying and satisfying training and development needs. The jobholder is expected to actively contribute to their own continuous professional development, and to attend and participate in any training or development activities required to assist them in undertaking their role and meeting their safeguarding and general obligations.

This job description reflects the major tasks to be carried out by the jobholder and identifies the level of responsibility at which the jobholder will be required to work, as at the date on which the last review took place.

This job description may subject to review and/ or amendment at any time to reflect the requirements of the job. Any amendments will be made in consultation with any existing jobholder, and will be commensurate with the grade for the job. The jobholder is expected to comply with any reasonable management requests.

Job Description Reviewed By: C.Turpin (February 2019)

Personnel Specification

Qualifications and Training

- DfE qualified teacher status.

Knowledge and Experience

- Experience at middle leadership level, or equivalent, with evidence of impact in raising attainment and progress.
- Significant knowledge and experience of successful leadership of teaching and Learning
- Knowledge and experience of the Ofsted inspection process.
- Experience of developing an organisational culture of high expectations of staff and students which promotes excellence.
- Experience of liaising with higher education institutions.
- Knowledge and experience of safeguarding and child protection procedures and the ability to Promote and safeguard the welfare of students.

Skills and Abilities

- To be an inspirational and motivational leader who is able to effectively communicate the vision and ethos of the Sixth Form to stakeholders.
- To demonstrate the ability to inspire students and staff to achieve excellent results.
- To demonstrate the ability to effectively manage an educational organisation and balance competing priorities and a busy workload.
- A commitment to “personalising learning” for all students in the Sixth Form
- The aspirations, talent and enthusiasm to become a Senior Leader
- To demonstrate the ability to attract universities, businesses, industry and other partners to work with and support the Sixth Form.
- Excellent behaviour management skills
- A commitment to recognising the need for strong and effective pastoral support at Post 16.
- Flexible, adaptable, results orientated, able to prioritise, and resilient under pressure
- Enthusiastic and Exceptional teacher; with a proven track record of excellent results
- To demonstrate the ability to build partnerships and work effectively with all stakeholders.

General:

- Be aware of and comply with policies and procedures relating to safeguarding and promoting the welfare of children, health, safety and security, confidentiality and data protection
- To demonstrate an understanding of and commitment to equal opportunities and diversity

Post 16 Careers Lead - MPS/UPS + TLR2c (£6,343)

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We are looking to appoint a Post 16 Careers Lead to provide effective leadership, standards and strategic direction for the Sixth Form, its staff and students.

If you would like further information or to discuss the post in more detail then please contact

Claire Turpin (Head Teacher) - cturpin.staff@sidneystringeracademy.org.uk

Tom Martin (Assistant Principal) – tmartin.staff@sidneystringeracademy.org.uk

How to apply

If you are ambitious for yourself and want to be part of a great team at this really exciting time then we would like to meet you.

For further details, an application form, and to apply, please visit our website:

www.sidneystringeracademy.org.uk - 'Vacancies Page'

Please return completed application forms to Ghausia Bhatti HR -

gbhatti.staff@sidneystringeracademy.org.uk [No hard copies to be sent in the post].

We look forward to receiving your completed application form.

Closing date: Monday 25th February 2019 at 12 noon

Interview date : Thursday 28th February 2019

Any offer of employment to the above post will be subject to receipt of a satisfactory disclosure from the Disclosure and Barring Service.