



St Benedict's Catholic College



CAREERS OFFICER Application Pack

Message from the Principal

St Benedict's Catholic College is a highly respected and oversubscribed Roman Catholic 11-16 college serving Christian families throughout north-east Essex, we strive to promote the values of our Christian faith throughout our daily life.

Our 2018 Ofsted inspection found that we continue to be a good school, that students behaved well and like coming to school. Student attainment at GCSE in the core subjects of English and mathematics, and in science and humanities subjects, is well above average. St Benedict's is a great place to be and I'm delighted that you are interested in applying to be part of our team.

As our mission statement says, we are proud to be an inclusive community where spiritual, emotional and academic growth are nurtured. We believe in putting learning first and striving for excellence

Our facilities are excellent and we have a rich variety of extra-curricular opportunities that underpin our academic success. The college is set in pleasant, spacious grounds which include hard play areas, playing fields and tennis courts. We have a well-equipped sports hall and fitness suite. Our chapel is used regularly by students and staff for worship, prayer and quiet reflection.

St Benedict's students develop into happy confident and self-aware young adults. There are many opportunities for them to thrive and shine, through high quality teaching and numerous clubs and activities.

We are looking for A Careers Officer.

The successful candidate will be:

- committed to providing the very best learning opportunities for their students
- able to challenge all students to make exceptional progress
- a strong team player who forms excellent relationships with staff, parents and students
- willing to support the strong Catholic ethos of our college

We can offer you:

- a warm and welcoming college with excellent links to parish communities
- enthusiastic and well-behaved students who are eager to learn
- supportive, hardworking staff, governors and parents
- opportunities to further your professional development

If you would like any further information, or would like to arrange an informal visit, please contact Paul Cretu (Assistant Principal) on 01206 549222 email p.cretu@stbenedicts.essex.sch.uk.

The post start date is 1st September 2023 closing date for applications is Monday 5th June 2023 at 12.00 midday. Interviews will be held week commencing 12th June 2023.

Please apply by completing an application form which can be obtained from the College website www.stbenedicts.essex.sch.uk/vacancies or by emailing c.miller@stbenedicts.essex.sch.uk. Details about how we will use the personal data you provide as part of the recruitment process can be found in our privacy notice on our website - www.stbenedicts.essex.sch.uk/welcome/privacy-notice/

RECRUITMENT

The governing body is committed to safeguarding and promoting the welfare of all young people and expects all staff to share that commitment. The successful applicant will be required to complete an enhanced DBS check.

We look forward to hearing from you

Yours sincerely

A handwritten signature in black ink, appearing to read 'Jo Santinelli', written in a cursive style.

Jo Santinelli
Principal

Flavour of the local area

The College is situated a short walk from Colchester Town Centre, Britain's oldest recorded town.

Colchester is a thriving, modern town with great visitor attractions, including the family favourites Colchester Zoo and Colchester Castle, as well as fantastic places to eat, drink and shop



There is a growing arts scene in the town, with two highly acclaimed local theatres and the renowned Firstsite and Minories Galleries hosting significant art exhibitions and installations.

The town also benefits from a wide range of excellent schools and colleges as well as being the home of Essex University's main campus.

Colchester also benefits from superb transport links, including excellent road links, direct rail lines going into London (which is less than an hour away), and easy access to London Stansted and London Southend Airports which fly to a growing number of destinations throughout Europe.



St Benedict's Catholic College is an inclusive college with Christ at the Centre.

We nurture spiritual, emotional and academic growth.

We develop our gifts and talents through prayer, work and respect.

Information about the Department – Careers

Staffing

Although every member of the college is responsible for the successful delivery of our careers programme, the careers coordinator together with the SLT link are seen as the lead members of staff for the programme.

Facilities

The careers coordinator operates from a desk situated on the first floor with designated space for the most up to date Careers literature.

There are various Careers notice/display boards that require regular upkeep.

Resourcing

We are currently subscribed to Unifrog, a comprehensive destinations platform. This platform provides the majority of resources used during the designated careers lessons. The careers coordinator is responsible for the upkeep of student and teacher registration details so that they may successfully access the platform.

All our year 11 students will benefit from a careers interview from a level 6/7 qualified careers advisor. We are outsourcing this service to Directions. Directions IAG Ltd is an independent Careers Information, Advice and Guidance Company. The careers coordinator is responsible for organising the careers interviews and liaising regularly with the Directions representative for our college.

The Careers department also has an allocated budget, which can be used for purchasing any other relevant resources.

We are working in partnership with Uni Connect in their aim to equip young learners from underrepresented groups to make an informed choice about their options in relation to the full range of routes into and through higher education and to minimise the barriers they may face when choosing the option that will unlock their potential, including barriers relating to academic attainment. The careers coordinator will be communicating regularly with our Uni Connect representative to identify opportunities for our students to engage with higher education outreach programme.

Attendance Officer – Job Description

Job Description – Attendance Officer

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Grade Scale 7

Job Purpose To manage the provision of work related and careers education in line with the National Curriculum and Whole College policies

Reports to Assistant Principal

Job Role

- Raise the status of the department in the college.
- Liaise with teaching staff delivering Careers lessons to ensure Unifrog content remains up to date, interesting and relevant.
- Ensure a coherent and innovative pathway of career-related activities is provided to all students.
- Maintain up-to-date knowledge of Further and Higher Education and routes to employment and training by attending appropriate professional development courses.
- Update wall displays and resources to reflect the opportunities available to students.
- Liaise with relevant members of the community regarding work related learning across the College and events associated with it and actively promote and facilitate arrangements for employers to come into College.
- Talk to groups of students to promote careers learning and assemblies when appropriate.
- Arrange opportunities for CV writing and interview preparation and practice, including the year 10 mock interviews.
- Coordinate a program where Employers, Alumni and other role models can show a variety of different career paths to pupils and students.
- Provide meaningful encounters with STEM employers for all year groups.
- Offer mentoring sessions with students throughout the year to help choose Pathways for their chosen career path in year 8, 9 and to improve attitude to learning in year 10 (Tom's futures project for example).
- Actively promote all options of further development to include Apprenticeships, vocational education and university- link with Make happen.
- Audit the college's provision against the GATSBY benchmarks
- To be responsible for Careers Education modules for the PSHE programme in Years 7-11, in close co-operation with the relevant staff.
- To co-ordinate the programme of individual careers interviews
- To provide one to one careers interview with students as required
- To be responsible for making contact with local businesses with regard to:-
 - work experience placements
 - work based training
 - companies visiting the College
 - mentoring
 - mock interviews

RECRUITMENT

- To prepare, review and evaluate an annual Careers Development Plan.
- To liaise with external agencies, as required

General

- To work with the College and Governing Body to ensure that effective communications are maintained with particular emphasis on customer care and college ethos
- To work with the College and Governing Body on service development for the future
- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager
- To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace
- Ensure that all duties and services provided are in accordance with the College's Equal Opportunities Policy
- The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment

This is a public facing role and the post holder must speak fluent English

The duties above are neither exclusive nor exhaustive and the post holder may be required by the Principal to carry out additional duties within the context of the job, skills and grade

Signed	
Post holder:	Line Manager:
Name in capitals:	Name in capitals:
Date:	Date:

Person specification

	Essential	Desirable
Qualifications and experience		
Experience of leading and managing staff	✓	
Good pass in English GCSE (or equivalent)	✓	
Good pass in Maths GCSE (or equivalent)	✓	
Experience of liaising successfully with parents and school communities	✓	
Experience of working with students across the secondary age range	✓	
Qualification in Careers Education	✓	
Personal Qualities		
Strong organisational skills	✓	
Strong verbal and written communication skills	✓	
Ability to work accurately with attention to detail	✓	
Stamina, energy, resilience and sense of humour	✓	
Calm and patient	✓	
Team player	✓	
Flexible	✓	
Skills and abilities		
Ability to complete complex returns, write complex letters and reports	✓	
Ability to liaise with parents/carer's sensitively	✓	
Ability to exchange complex information clearly and sensitively	✓	
Understand and comply with procedures and legislation relating to confidentiality	✓	
Ability to manage difficult or controversial exchanges	✓	
Establish effective relationships with those working in and with the College	✓	
Able to represent the College at LA and consortium meetings	✓	
Empathetic, assertive and a good role model	✓	
Able to work effectively in teams as member or leader	✓	

RECRUITMENT

	Essential	Desirable
Able to develop and implement effective systems to share and safeguard information	✓	
Able to self-manage, make decisions and work on own initiative	✓	
Able to ensure that tight, strict deadlines are met	✓	
Understanding of Health & Safety	✓	
Able to demonstrate a firm commitment to equality	✓	
Understand and comply with Safeguarding and Child Protection procedures	✓	
Demonstrate a clear commitment to develop and learn in the role	✓	
Able to effectively evaluate own performance	✓	
Commitment to ongoing professional development	✓	

