

Careers Advisor

The Hart School
September 2023



**THE HART
SCHOOL**
*Creative
Education
Trust*



Dear Colleague

Thank you for your interest in joining the team at The Hart School.

The Hart School joined Creative Education Trust in September 2013. Working in partnership, The Hart School and the Trust have made much progress in recent years and we were delighted to have been awarded a 'good' judgement from Ofsted in June 2023.

As our academy sponsor, the Creative Education Trust is focused on the quality of the educational experience it provides for students. It believes that creativity is the ability to make new connections between the things we know, and to turn these connections into ideas and practical action. Connecting knowledge needs to be at the heart of education because it is vital to improving standards and will make young people resourceful and employable in tomorrow's knowledge community.

In addition, in joining a growing group of schools, you will have the opportunity to have an impact on how the wider network develops, to collaborate closely with your fellow teaching and support staff and to influence Creative Education Trust's ethos and processes.

The Hart School is an innovative educational establishment and, as such, we provide our students with a learning experience, ensuring that they fulfil their potential. We are focused upon each individual student, guiding them to be the best that they can be and supporting them on their journey to adulthood.

We are looking for ambitious and committed staff who lead by example, help colleagues, have a willingness to develop their leadership skills and encourage students to become leaders themselves.

The pursuit of excellence is demonstrated by an uncompromisingly high drive to succeed and the focus of all staff on the desire to improve teaching and learning within the school.

If you think you have the qualities to help us to achieve our vision, we look forward to receiving your application.

Yours sincerely,

Rachael Sandham
Principal

You can find out more at:
www.creativeeducationtrust.org.uk

ABOUT CREATIVE EDUCATION TRUST



Creative Education Trust inspires and enables young people to build successful lives on foundations of learning, resilience and employability. We believe that a rewarding educational experience and the highest possible qualifications are the best way to ensure social mobility for young people.

Creative Education Trust is a growing multi-academy trust educating over 13,000 children in England. It was established in 2010 to work in England's post-industrial cities and coastal towns: areas of economic disadvantage and with a history of academic underachievement. We transform these schools by integrating a knowledge-rich curriculum with skills and creativity.

Creative Education Trust defines creativity as the ability to find connections between the things we know and turn these connections into new ideas and action. The academic arts and the sciences, practical subjects and life skills all need this creativity, and creativity is valued highly by employers. Our staff and expert advisers use imaginative methods for linking knowledge across subject boundaries, fostering personal development and resilience and developing practical skills that prepare students for their transition to adult life and employment.



Our Mission

To give every child in our schools the best possible start in life through excellent education and wide-ranging co-curricular opportunities

Our Vision

To send out into the world educated, creative, confident and responsible young people, who can succeed in their ambitions and make their communities better places

Our Values

Ambition

We are ambitious in everything because only the best will do

Excellence

We do not stop at 'good enough'

Creativity

We connect our knowledge in innovative ways

Resilience

When the going gets hard, we up our game and reach our goal

Inclusion

Every child and every colleague matters – we will work for and with them all

Respect

We value the ideas of others and make sure all voices are heard

You can find out more at:

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ABOUT THE HART SCHOOL



We are a mixed secondary school, catering for children between the ages of 11 and 18 years and located in the town of Rugeley in Staffordshire.

Since September 2013 we have been part of the Creative Education Trust. This has enabled the school to rigorously pursue rapid improvement for the children we teach.

The school boasts many facilities and we strive to provide an inclusive and expansive education for all of the children in our care..

Our on-site facilities include:

- Sports fields, outdoor courts and gymnasium
- Dance studio complete with sound system and mirrored wall;
- Dedicated sixth form area including common room and classrooms
- Hall complete with tiered seating, stage lighting and curtains;
- Interactive whiteboards in every classroom;
- Open-plan library with wide range of reading materials
- Fully equipped Design and Engineering classrooms
- Sports Dome



Knowledge Connected

Curricular innovation through our 'Knowledge Connected' programmes promotes creative, integrated and pro-active thinking so that our students are equipped for the challenges of the 21st century

SUPPORT FOR OUR STAFF

We are committed to providing our staff with the highest quality support, enabling them to ensure that our students are receiving the education they deserve.

The Hart School places a strong emphasis on CPD, for both teaching staff and support staff alike. We run regular programmes of training events and can also provide focused development and cross-academy opportunities.

For our pupils to achieve to their full potential we know that it is essential that our staff thrive professionally. We value teamwork highly and provide ample opportunities for all our teachers to work collaboratively with their colleagues.

As teachers we believe that we never stop learning and we support each other to develop professionally. We share ideas and good practice regularly and encourage everyone to contribute to the professional development programme.

We understand the importance of working with other schools in our trust and beyond. Our middle leaders have benefited from their participation in the Ambition School Leadership, Teaching Leaders Programme, Future Leaders and Teach First extensively and some have embarked on NPQ qualifications. We value subject specific CPD highly and are members of the Prince's Teaching Institute which provides access for our teachers to high quality subject specific professional development.

Newly qualified teachers at The Hart School will benefit from high quality mentoring and access to a customised induction course designed specifically to smooth their progress through the NQT year.

We are keen to welcome trainee teachers from a range of Higher Education Institutes. We work in partnership with the Staffordshire and Keele University, TeachFirst, Staffordshire ITT.



You can find out more at:

www.creativeeducationtrust.org.uk

CAREERS ADVISOR

JOB DESCRIPTION AND PERSON SPECIFICATION

LOCATION

The Hart School, Rugeley

SALARY & HOURS

- Grade 8 – £29,439 (actual salary £25,967)
- Term-time plus 1 week
- 37 hours per week (would consider 25 hour per week)

THE ROLE

To co-ordinate careers education, information, advice and guidance across the Academy.

To provide inspiring and best practice careers advice, guidance and support on subject options and post school choices.

To support a clear strategy for careers guidance in the Academy.

REPORTING LINES

The post will report to the Assistant Principal for Personal Development.

KEY RESPONSIBILITIES

- Establish and develop links with further education colleges, apprenticeship providers, university technical colleges and universities.
- Careers guidance with year 11 and identification of students, ensuring compliance with the legal requirements to provide independent careers guidance.
- Communication with post 16 providers, HE and FE, and monitoring of college applications.
- Operationally support the Careers Lead and senior leader who has responsibility for personal development.
- Attend and contribute to relevant parents' evenings, transition days and higher education evenings.
- Pre-NEET/RONI analysis and intervention.
- SEND, LAC, new to the UK and vulnerable student focus and careers provision.

- To support the Careers Lead and member of senior leadership responsible for personal development, in the delivery of Gatsby Benchmarks, Provider Access Policy and Baker Clause.

- Contribute to CPD and training so that all teachers can support the whole school careers and guidance endeavour, ensuring staff receive the appropriate updates about careers education.

- Support the year 9 options process, contributing to 1-1 meetings as required.

- Monitor and support NEET students and alumni, working with the appropriate bodies and agencies to support those pupils who are at risk of being NEET.

- Co-ordinate communications with local colleges.

- Provide mentoring support to individuals who would benefit from specific and personalised support.

SCHOOL ETHOS AND COMMUNITY

- Support the school in achieving the British values of diversity, dignity, and equality in all aspects of service delivery and engagement with the broader community.

- Actively support a culture where all members of the school community respect others and their physical surroundings.

SUPPORTING THE WORK OF CREATIVE EDUCATION TRUST

- Contribute to collaborative work across Creative Education Trust schools by participating in trust-wide work and projects.

- Participate in Creative Education Trust and sector-wide activities to share best practice.

- Undertake any other reasonable duties deemed appropriate to the role.

SUPPORT FOR THE SCHOOL

- Be aware of and comply with policies and procedures relating to safeguarding and child protection, health, safety and security, confidentiality, and data protection, reporting all concerns to an appropriate person.

- Be aware of and support diversity and ensure equal opportunities for all.

You can find out more at:

www.creativeeducationtrust.org.uk

- Contribute to the overall ethos and aims of the school.

- Appreciate and support the role of other professionals.

- Attend and participate in relevant meetings as required.

- Participate in training and other learning activities and professional development as required.

- Recognise own strengths and areas of expertise and use these to advise and support others.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post. The duties may be varied to meet the changing demands of the Trust at the reasonable discretion of the Principal.

Creative Education Trust is committed to safeguarding and promoting the welfare of our children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to undertake relevant safeguarding checks in line with Government safer recruitment guidelines.

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	ESSENTIAL	DESIRABLE
QUALIFICATIONS	<ul style="list-style-type: none"> • IAG qualified • GCSE English and maths. Grade C or above (or equivalent) 	<ul style="list-style-type: none"> • Qualification in Careers Guidance • Degree or equivalent
EXPERIENCE	<ul style="list-style-type: none"> • Experience of working with young people and/or adults in a supportive and advisory capacity • Experience of working co-operatively, creatively and flexibility • Experience of organising events for young people 	<ul style="list-style-type: none"> • Experience of working with young people aged 11-16 years either in education, youth work, social work or the voluntary sector
KNOWLEDGE AND UNDERSTANDING	<ul style="list-style-type: none"> • Good knowledge of Gatsby Benchmarks • A good understanding of the legal framework for Careers Education in schools • Knowledge of IT packages to support delivery and evaluation of Careers Education • Knowledge of local labour market • Knowledge of progression pathways at 16+ • Knowledge of the contribution of careers education to the school curriculum 	
SKILLS AND PERSONAL ATTRIBUTES	<ul style="list-style-type: none"> • Ability to prioritise workload • Confident use of IT systems • Ability to relate to young people with differing needs • Ability to motivate and inspire young people • Excellent communication and organisation skills • Good networking skills and the ability to speak to young people and give presentations • Good data analysis skills 	
EQUAL OPPORTUNITIES	<ul style="list-style-type: none"> • A demonstrable commitment to supporting and promoting safeguarding, student welfare, equality and diversity 	
SAFEGUARDING	<ul style="list-style-type: none"> • A thorough understanding of up-to-date safeguarding requirements and best practice 	
OTHER REQUIREMENTS	<ul style="list-style-type: none"> • High expectations for every pupil and a proven track record of making a difference to the learning and experiences of pupils inside and outside the classroom. 	

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