

Queen Elizabeth Grammar School

Ullswater Road, Penrith, CA11 7EG

Tel: 01768 864621 Website: www.qegs.cumbria.sch.uk



Applicant Information Pack

Careers Advisor

Full Time / TTO plus 5 days / Permanent

**Band 6 Points 19 - 22 £27,852 - £29,439 Pro Rata
(£24,245 - £25,633)**





Welcome to Queen Elizabeth Grammar School, Penrith

Founded in 1564 by Royal Charter, our school has been helping young people to secure outstanding academic results and providing a well-rounded experience for over 450 years. The school encourages students to take responsibility for their learning from the moment they join, ensuring they are well prepared for the challenges they face on their journey at QEGS. We are a growing school with 1040 students currently on roll, but remain sufficiently small to recognise individual talents and ensure everyone is challenged and supported to reach their goals.

We have a long standing tradition of supporting students to be highly successful in their academic studies and rightly hold a place as a Beacon of Excellence across Cumbria. Our uniqueness comes in the equal emphasis we place on sports and the arts, ensuring all students have the opportunity to be true to themselves and develop their talents whatever they may be. We see it as vital that our students have a wide range of experiences and that they are prepared for their next step when they leave QEGS. This is why we have such a strong focus on enabling students to become independent, autonomous learners able to take what they are taught in the classroom beyond the curriculum, through their own wider research; creating links and developing their own understanding. Being part of the QEGS family means students are prepared for the world beyond school whether that be University, Higher Level Apprenticeship or employment – they leave us with the skills to be successful, able to stand out from their peers and enabled to make a difference to the world around them.

This culture of success is embedded across all aspects of the school and our values mean we put as much emphasis on developing our staff to ensure they have the skills to support our students for this ever changing world. As part of our team you will be supported in your own CPD goals to ensure you are prepared for your next stage in your career, whether this be through internal CPD, school visits or external training such as NPQs. As a school, we never stand still and are always looking for that magic ingredient that will enable our school community to excel in everything they apply themselves to.

At our heart, our vision to enable students to Aim High, Think Beyond and Strive Together to prepare them for their next step, whatever this may be. We know that this is a collaborative process and one which is centred around having the most dynamic and highly qualified staff to be able to unleash this potential in our community and I look forward to welcoming you to our school.

David Marchant

Headteacher

Queen Elizabeth Grammar School is committed to the safeguarding of all students and as part of the recruitment process we conduct enhanced checks into applicant's background.

About Us

Aiming High, Thinking Beyond, Striving Together

Aiming High

Students are encouraged to be independent, inquisitive learners and to explore ideas beyond and across their subject areas. A highly relevant, varied and challenging academic curriculum has been designed to meet the needs of our academically able student population. We passionately believe that the world our students will enter when they leave school will require them to be flexible and use their skills and expertise from a range of disciplines in order to be successful in their chosen career path.

Thinking Beyond

We encourage students to be open-minded and engage critically with the world around them; educating them about both the opportunities and dangers that lie ahead of them. Students are offered a vast array of opportunities outside of the classroom; both curriculum linked and super-curricular. The opportunity to experience new places and cultures is an essential part of life at QEGS.

Striving Together

Since QEGS was founded in 1564, the school has always sought to be active in the community it so proudly serves. QEGS is also a community in itself, founded on mutual respect and personal responsibility. The student population work collaboratively alongside staff, to support each other and ensure each individual is able to be as successful as possible. Success is widely celebrated at QEGS whether it be academic, sporting, creative, cultural, personal or collective.

Curriculum

A highly relevant, varied and challenging academic curriculum is the foundation for learning at Queen Elizabeth Grammar School, Penrith. As such, whilst there is a strong emphasis from Year 7 in the core subjects, students are offered a range of subjects from all areas, with opportunities to study an ever-widening range of additional courses at GCSE and A-Level.

More broadly, through our tutoring programme, we encourage students to be open-minded and engage with the world around them; educating them about both the opportunities and dangers that lie ahead of them.

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Curriculum Organisation Overview

We are committed to providing a curriculum that responds to the needs of every student whilst ensuring access to a broad and balanced educational experience. For the majority of our students, this means learning with us from the ages 11 to 18. We view this as a continuous, coherent journey and see one of the most important functions of learning during any key stage as being to prepare students for the next one.



Key Stage 3 (Year 7-9)

In KS3 our students have a broad and balanced curriculum which develops a wide range of skills and knowledge. Students will cover the full range of core and foundation subjects outlined in the National Curriculum, including two languages (French and German). Science is taught in an integrated way across Year 7 and Year 8 before becoming three separate disciplines in Year 9.

Key Stage 4 (Year 10-11)

At Key Stage 4, students are able to choose from a wide range of GCSE option subjects. All students study Maths, English Language, English Literature, RE, PE, Biology, Chemistry and Physics. They then choose their option choices with advice and guidance on an individual level. The majority of students take 11 GCSEs. All students also have lessons in personal development as part of their KS4 programme. This covers careers education, emergency aid, enterprise, health education, sex and relationship education, drugs education and study skills. Students in Year 10 have the opportunity of a week of work experience in the summer term.



At Key Stage 5 (Year 12–13)

We offer a wide range of A-Level courses. All students in the 6th form attend on a full time basis and most study three A levels with the option of the EPQ and a wide electives programme.

At both KS4 and KS5, QEGS performs above the national average in terms of performance measures.

A wide range of enrichment opportunities and trips are available to students across all key stages and all Year 12 students do a work experience placement.

What is Careers Education like at QEGS?

Students are given a wealth of careers experiences at QEGS. This includes work experience, one-to-one careers interviews, practice job interviews, visits to universities and meeting and engaging with employers. We believe that students need to understand all the options that are available in a changing world, even if they are certain about what they think they might want to do in the future.

Up until this year, Careers has been delivered through tutor sessions and off timetable days. As of September 2023, the majority of the content will be delivered through our rolling tutor period. The Careers Lead will work closely with the Assistant Head: Raising Aspirations and with the Sixth Form Team to ensure that our students have a coherent and comprehensive experience from Year 7 to Year 13.

A Career at QEGS

In the competitive world of educational recruitment, it is important for teaching staff and support staff alike to consider whether there is a natural fit between their personal values and those of the organisation they are anticipating joining, whatever stage of their career they join us.

A significant reward of working at QEGS is that you will have the opportunity to work with some of the most talented, engaged and motivated students and staff in the country. Our common values of respect, integrity, determination, equality of opportunity and self-management instil in our students a strong work ethic, and our supportive culture provides what many people describe as a 'family feel' within our school.

As well as offering you a competitive salary and access to a generous pension scheme, there are also many additional benefits of working at QEGS some of which are summarised below:

- A supportive and collegiate staffing team
- A strategic programme of personalised CPD is offered, to help you plan your future career
- Access to a range of career enhancing qualifications including National Professional Qualifications (NPQML, NPQSL, NPQH and NPQEL), as well as industry specific qualifications e.g. AAT; BIFM and Masters degrees
- Staff social events
- Staff enrichment opportunities e.g. sporting activities
- Opportunities to participate in a varied programme of school trips, including visits to Zambia, Germany, winter sports etc.
- A policy of promoting from within (where possible).

Multi Academy Trust

Queen Elizabeth Grammar School will be joining Changing Lives Learning Trust in the near future and in all likelihood by the start of the academic year. This offers a large number of professional development opportunities for staff including through their work with One Cumbria teaching school hub. For further information about Changing Lives or One Cumbria please visit their website: <https://changinglives.education/> or <https://onecumbria.education/>

Application Process

The closing date for applications is **9.00 am 7th July 2023**, with interviews expected to take place on **12th July 2023**.

Please complete the application form which is available on the school website <https://qegs.website/>

Please submit your application via email to Becky Kennedy at secretary@qegs.cumbria.sch.uk.

Applicants are invited to contact the school to discuss the role informally with Sarah Nohavicka, Assistant Headteacher, or to arrange a visit to our school prior to application. Please contact Becky Kennedy on 01768 864621 to arrange this.

Please note we will assess applications as they arrive and reserve the right to close the application process early.

Shortlisting and Interview Process

Shortlisting will be based solely on the information provided within the application form, so ensuring your application form is accurate and fully completed is imperative.

After the shortlisting process has taken place successful candidates will then be invited to interview and references will be contacted.

All candidates who have been invited for interview will be required to bring the following documentation:

- Right to Work in the UK evidence (typically a passport or driving license)
- DBS Acceptable ID
- All relevant qualification certificates

Queen Elizabeth Grammar School is committed to safeguarding and promoting the welfare of our students and expects all staff and volunteers to share this commitment. An enhanced criminal record check via the Disclosure and Barring Service (DBS) will be undertaken for the successful candidate, including a check of the DBS Children's Barred List. All applicants must be willing to undergo safeguarding screening appropriate to the post, including checks with the DBS and at least two satisfactory references.

It is an offence to apply for the role if you are barred from engaging in regulated activity relevant to children.

Job Description

Job Title	Careers Advisor
Salary	Band 6 Points 19 - 22 £27,852 - £29,439 Pro Rata (£24,245 - £25,633)
Hours of work	Full Time / TTO plus 5days / Permanent

Overall Job Purpose:

In your role as careers adviser, you will:

- Work with your SLT line manager to plan, manage, and deliver a careers education programme and manage the contribution of colleagues, parents, and other partners to develop high-quality careers learning, planning and development.
- Conduct careers interviews.
- Lead on Work Experience programme including Risk Assessments (using online system).
- Support the development and enhance the teaching quality of staff delivering careers.
- Work directly with students to offer top quality careers advice and guidance in relation to the Gatsby benchmarks.
- Develop links with and keep up to date with the range of opportunities available to students including education, apprenticeships and other work-based education options.
- Keep up to date with occupational and labour market intelligence.
- Create links with higher education establishments, employers and professional organisations.
- Ensure staff and students are aware of the range of opportunities available and are able to take advantage of these links.
- Take the lead on key areas that will benefit the careers team.
- Organise speakers to undertake presentation or careers activities.
- Undertake assemblies as and when required.
- Develop and produce careers literature and web-based information.
- Promote the use of careers information including books, software, websites and videos.
- In conjunction with the school librarians, manage the provision of a careers library and information areas.

Qualifications & Experience

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the careers advisor will carry out. The post holder may be required to do other duties appropriate to the level of the role.

Person Specification

Area	Essential	Desirable
Education and Qualifications	<ul style="list-style-type: none"> • Diploma in Careers Guidance or Qualification in Careers Guidance to Level 6 (or working towards Level 6 providing you are currently Level 4 qualified). • GCSE English and Maths A*-C or equivalent. • A-Levels or equivalent. • Evidence of professional development relevant to the role. 	
Experience and skills	<ul style="list-style-type: none"> • Experience of developing and delivering CEIAG within an education setting. • Experience of successfully motivating students to plan and achieve their career goals. • Knowledge of the university admissions system and student finance. • A working understanding of the full range of career opportunities for students, including apprenticeships. • A working understanding and commitment to equality of opportunity for all. • Commitment to the highest standards of child protection. • Knowledge and understanding of relevant statutory guidance pertaining to CEIAG. 	
Personal Attributes	<ul style="list-style-type: none"> • Ability to relate well to young people and a genuine interest in delivering positive outcomes for them. • Ability to work under pressure and prioritise effectively. • Commitment to maintaining confidentiality at all times. • Commitment to safeguarding and equality, ensuring that personal beliefs are not expressed in ways that exploit the position. • Energy, enthusiasm and perseverance. • Reliability and integrity. • Good interpersonal skills. • Positive commitment to individual personal development. • Capacity to work hard under pressure and meet deadlines. • A good record of attendance during the last three years. • Adaptable and amenable with respect to working practices. • Ability to work independently and be a team player. • Suitable to work with children. 	