



Job Description

Post: Sixth Form Raising Aspirations and Careers Coordinator

Accountable to: Vice Principal Sixth Form

Salary: JE5 16 – 20, £26,089 - £28,018 per annum pro-rata'd to term time hours plus two weeks

Working Pattern: 35 hours per week (9am – 5pm), Term Time plus two weeks - 41 weeks per year

Location: City of London Academy (Southwark)

Disclosure level: Enhanced

Responsible for: N/A

Main Purpose

To assist the Sixth Form team with promoting the very highest standards of behaviour and self-respect, so that all students aim high and therefore make excellent progress during their time at CoLA6.

To oversee the careers provision within the sixth form including maintaining and growing networks with external organisations that will provide opportunities for students to experience a range of careers and activities to support their personal development.

Key Accountabilities

Support for Pupils

- To engage and establish relationships with all students in the year groups and to become accepted as a person to whom they can turn for guidance and mentoring
- To liaise with the student voice coordinator to ensure that the views of students within the year groups are represented in the Academy
- To be able to use student data to identify students that are underachieving and need support
- To assist in the promotion of extra-curricular activities within the year and to encourage participation in cross curricular competitions and events. This will include the supervision of the MOOCs programme.
- To run a critical thinking/aim high group on a weekly basis.
- To mentor identified individuals and small groups of students in your year as required.
- To work with the year team to support children to overcome barriers to learning both inside and outside the school, ensuring their integration to lessons wherever possible.
- To provide a range of academic support sessions after school to support target students.
- To support in raising aspirations of all post 16 students through various means including coordinating extra-curricular activities, and organising and leading trips.
- To support students with post 18 progression i.e. with UCAS applications, and applications for apprenticeships.
- To coordinate with outside organisations and individuals to provide opportunities for enrichment/careers for students.
- To oversee all aspects of communication relating to the sixth form, including on the school website and various social media platforms with the goal of promoting the sixth form to the wider school and the local community
- To oversee all aspects of 16-18 careers provision ensuring all students have access to both informed careers advice and the opportunities to explore the world of work through a range of external opportunities
- To organise and manage the year 12 Work Experience Programme (in conjunction with the VP/AP of Sixth Form)
- To oversee the maintenance and development of a high quality Careers and Higher Education Reference Library incl. computer based and internet access to

material;

- To collaborate with the Head of Careers in organising other careers events including the School Careers Fair, options & HE days/evenings, Employer Insight days, HE fairs etc.
- To collaborate with the Director of Sixth Form/Heads of Year regarding the delivery of a planned programme of lessons and activities for careers education as appropriate, including developing employability skills
- To build links with business, industry and the professions, and arrange regular input from these areas to provide information on employment and training opportunities
- To keep up to date on labour market trends and HE developments including sponsorship and apprenticeships

Support for Teachers

- To assist tutors in the effective use of planners as laid out in the Academy's behaviour for learning and rewards policy
- To attend Parents Evenings and parent meetings and other school functions
- To undertake supervisory duties as required including at times including covering the Learning Resource Centre daily when Learning Resource Manager is at lunch.
- To supervise the Learning Resource Centre from 4-5pm when not running other activities.
- To attend morning briefing sessions with the Year Team and student support meetings when required.
- To attend relevant meetings to provide feedback on student progress and achievement.
- To support the tutors and year team with the UCAS process.

Support for the Academy

- To assist in the day to day smooth running of the year team
- To work with Tutors and the MIS team to ensure the accurate recording of registers to help ensure excellent levels of attendance and punctuality within the year group
- To assist with the monitoring of punctuality and promote an ethos of the importance of excellent attendance and punctuality
- To support the Academy Behaviour Policy both by providing rewards and sanctions and monitoring the use of them within the year group
- To assist in the administration and effective use of the Academy's sanctions systems within the year group
- To assist with Student Panels
- To assist with communications with parents and carers
- To take part in assemblies and celebrations within the year group that are designed to develop awareness and understanding of social, moral, spiritual, cultural aspects of education as well as local, national and global issues
- To promote the highest standards of behaviour and business dress within the year groups.
- To attend the joint pastoral team meetings

Other

- Undertake such other duties as reasonable that correspond to the general character of the post and commensurate with roles of this level within the Academy as required by the Principal, Vice Principal, and Head of Learning
- To provide support and cover to the sixth form reception area as required

Statutory

- To work within a framework of best practice governed by the relevant occupational standards to support excellence in teaching and learning
- To promote the safety and wellbeing of students, ensuring that the school's Child Protection and Safeguarding policies and procedures are promoted within the Academy
- To be responsible for your own health and safety and that of students and your colleagues, in accordance with the Health and Safety at Work Act 1974 and relevant EC directives
- To adhere to the Academy's Equality policy in all activities, and actively promote equality of

opportunity

Safeguarding Children

COLAT is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks.

The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment. The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.

The person undertaking this role is expected to work within the policies, ethos and aims of the Trust and to carry out such other duties as may reasonably be assigned. The post holder will be expected to have an agreed flexible working pattern to ensure that all relevant functions are fulfilled through direct dialogue with employees, contractors and community members.

English Duty

This role is covered under part 7 of the Immigration Act 2016 and therefore the ability to speak fluent spoken English is an essential requirement for this role.



Person Specification

Our Values and Vision

The City of London Academies Trust, sponsored by the City of London Corporation, aims to provide high quality education for students and pioneer educational innovation. We are driven by the ambition to provide world-class experiences and deliver exceptional educational outcomes for the young people we serve.

All City of London schools and academies draw upon the traditions, institutions, heritage and historical successes of London to furnish each of their diverse communities with life-transforming learning experiences. In doing so, we believe that the young people we serve develop into successful, compassionate young adults, who make a positive contribution to their local, national and global communities.

Our schools are characterised by a common understanding of what makes outstanding schools, based on five key principles which are known as our 'Foundations of Excellence'.

Our Staff

Our staff have high expectations, are consistent and driven to provide the best teaching and opportunities for our students. Teachers work in a well-disciplined environment where they are able to teach creative and engaging lessons, and all staff are given exciting opportunities to develop and learn from exceptional practitioners.

	Essential	Desirable
Qualifications		
Good degree	Y	
Experience, Skills, Knowledge & Personal Qualities		
Ability to relate well to young people	Y	
An understanding of the role of professionals working in the school environment	Y	
Basic understanding of child development and learning	Y	
Tact and diplomacy in all interpersonal relationships with the public, students and colleagues at work	Y	
Evidence of good organisational skills	Y	
Good interpersonal skills	Y	
Good communication skills	Y	
Ability to write clear concise reports	Y	
Ability to motivate and to effectively manage groups of people in large numbers and individually	Y	
Good IT and keyboard skills	Y	
Ability to work as part of a team	Y	
Ability to work with minimum supervision	Y	
Ability to maintain confidentiality	Y	
Experience of working in an inner city school		Y
Ability to promote students' progress in a variety of ways		Y
A basic understanding of the national curriculum		Y
Ability to communicate effectively with students, staff, parents and external agencies		Y
Experience of working with young people in supporting their career choices		Y
Experience of communicating effectively with a wider audience e.g. through social media		Y
Commitment and contribution to Academy Equal Opportunities Policy	Y	

To have self-motivation and personal drive to complete tasks to the required timescales and quality standards	Y	
Be flexible to adapt to changing workload demands and new school challenges	Y	
Willingness to undergo first aid training	Y	
To be punctual, trustworthy and honest	Y	
Willingness to attend courses outside the school day	Y	
To be interested in students as individuals, in how they learn and be committed to the comprehensive ideal	Y	
To believe in the importance of teamwork and a collaborative approach, and be able to build supportive working relationships with colleagues	Y	
Personal commitment to ensure that the provision of support is equally accessible and appropriate to meet the diverse needs of students	Y	
Personal commitment to continuous self-development	Y	
A commitment to the vision, aims and objectives of the City of London Academy	Y	
To promote the safety and wellbeing of students, ensuring that the school's Child Protection and Safeguarding policies and procedures are promoted within the Academy	Y	
Other		
Commitment to safeguarding and promoting the welfare of children and young people	Y	
Willingness to undergo appropriate checks, including enhanced DBS Checks	Y	
Motivation to work with children and young people	Y	
Ability to form and maintain appropriate relationships and personal boundaries with children and young people	Y	