



Dame Alice Owen's School, NoR 1,447, Sixth form: 425

Ofsted: "An outstanding school", "Students achieve outstandingly well",
"Behaviour ... is excellent"

HEAD OF CAREERS

Required for June or September

Part-time permanent post
22.5 hours per week, term time only
Working days to be agreed
H9/28 actual annual salary £16,277
(based on £32,234 for the full time equivalent role)

Closing date: Noon, Friday 9 April 2021
Interviews: Wednesday 14 April 2021

We reserve the right to make an appointment before the closing date, so early applications are encouraged.

The Governors of this highly successful, partially selective, mixed school invite applications for the post of Head of Careers. We are seeking an individual with top rate knowledge, but also excellent strategic planning and communication skills who wants to put a stamp on careers at our school.

The ideal candidate will have experience working in a school environment but for candidates outside education, a willingness to learn about this sector is important.

The school is situated on an attractive 35-acre site in the Green Belt, has excellent facilities and is committed to an extensive programme of staff development. Central London is easily reached by rail from Potters Bar and the school is close to motorway links.

Please visit www.damealiceowens.herts.sch.uk > Contact us > Vacancies to download an application pack. For an informal discussion, contact Carol Whiter, Head of Careers, via email (whiterc@damealiceowens.herts.sch.uk).

Please email your completed application forms together with a covering letter stating why you are well placed to take this position at our school to recruitment@damealiceowens.herts.sch.uk by **noon on Friday 9 April 2021**.

The School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service. CVs will not be accepted for any posts based in schools.



Dame Alice Owen's School

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Headteacher | Mrs Hannah Nemko MA

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INFORMATION FOR APPLICANTS

Name of post: Head of Careers
Location: Potters Bar, Hertfordshire
Closing date: Noon, Friday 9 April 2021
Interviews: Wednesday 14 April 2021

Thank you for your interest in applying to Dame Alice Owen's School. Though much of the information we have about our school is available on our website, we have put some key information together here to help you through the application process.

The school is committed to safeguarding children, young people and vulnerable adults. Please take time to read our Safer Recruitment and Safeguarding and Child Protection policies available in the vacancy section of our website.

The selection process includes scrutiny of the information provided in your application form, a request for references including a reference from your current/previous employer, a task, an informal interview with a student panel and an interview.

If you have any general enquiries about the recruitment process, or to arrange a tour or informal discussion about this position, please do not hesitate to contact Carol Whiter, Head of Careers via email (whiterc@damealiceowens.herts.sch.uk).

Please download our [Support Staff application form](#) from our website to make your application. Please note that applications cannot be considered unless the application is completed in full. We are not able to accept CV's for any posts based in school.

Applicants shortlisted for interview must bring original evidence of their qualifications for verification. Applicants will also be asked to complete a declaration regarding convictions and working with children as posts in schools are exempt from the provisions of the Rehabilitation of Offenders Act 1974. All appointments are subject to a satisfactory enhanced Disclosure and Barring Service disclosure check.

Please email your completed application form together with a letter of application to recruitment@damealiceowens.herts.sch.uk by **noon, Friday 9 April 2021**.

We look forward to receiving your completed application.

Hannah Nemko
Headteacher

Details of the School, Department and vacancy



Head of Careers, June or September 2021

Part Time, 3 days per week (22.5 hours)

Introduction

Dame Alice Owen's School is a mixed, partially selective secondary school with over 1,430 registered pupils and a vibrant and highly successful sixth form. Our school was founded 400 years ago by Dame Alice Owen, a remarkable philanthropist with an unusually modern vision for education. She established the first school in Islington and as demand outstripped space, it moved to its current setting in the Hertfordshire countryside. Because of its roots and its close and important relationship with the Worshipful Company of Brewers, there are 20 places each year for 11 year old students from Islington. It also offers 65 places to the highest scoring applicants who sit the entrance exam each year and a further 10 places for the most talented or able musicians who apply for a place in Year 7. The remainder of the places, in an annual cohort of 200, go to siblings, local pupils on the basis of proximity to the school and to those with priority need.

It is this combination of student and its truly outstanding record of achievement and added value that makes our school such a special place. It is oversubscribed by 5 applicants per place every year. Our dedicated staff, parents' association, governing body and school (staff and student) leaders constantly appraise and re-appraise the various aspects of school life, learning and achievement so we are never complacent. Our school faces the usual challenges of all educational establishments in the public sector, and ensuring that their impact is felt least by the students is a key objective.

We were delighted to be recognised as The Sunday Times Regional School of the Decade in November 2020; securing a place at Owen's has been described as "winning the lottery" in the Good School Guide and "the golden ticket" in Tatler. Our school benefits from some of the most able students in the country. Many of our school leavers from Year 13 have offers from top universities to choose from, including, on average, 20 places at Oxbridge each year. We are fortunate to have a number of high achieving sportspeople amongst the student body. In the last two years we have had three students sign professional contracts with Tottenham Hotspur Football Club, whilst another two students were part of the Middlesex cricket academy. Other outstanding performances from our students include a European junior champion over 800m and the captain of the England Lionesses u19 squad.

Our Foundress left a number of fields in the then village of Islington to the care of the Worshipful Company of Brewers which now generate over one million pounds of additional income for the school annually to support the school and especially the Sports Department. This creates a very special ethos and fosters the very positive staff working environment. The students and staff benefit from a number of traditions including Beer Money, staff awards and Visitation.

Below are some of the key qualities and attributes we believe have contributed to the school's excellent reputation:

- Committed and dedicated staff who are responsive to change
- The value we place on collaboration, both within our school and with other schools
- Teamworking
- Superb pastoral care
- Energetic, curious and enthusiastic students
- A very wide range of extra-curricular activities, most notably within Music
- Excellent resources and facilities
- Forward-looking and proactive leadership
- Attention to detail
- A foundation stone of tradition and heritage; and
- Exceptional recognition by Ofsted.

Our primary aim is to work in partnership with students and parents to ensure that students achieve their full potential by:

- Striving for academic excellence;
- Providing a happy, safe, purposeful and caring environment and encouraging a sense of pride in the individual and our School;
- Embracing innovation whilst maintaining our strong links with tradition;
- Providing interesting and challenging opportunities so that students enjoy their learning and maintain a desire to continue learning throughout their lives;
- Recruiting and developing outstanding staff;
- Offering high quality extra-curricular activities which involve all students;
- Promoting respect for and understanding of religious and moral values.

The Careers Department

The current Head of Careers, Carol Whiter, has worked in the school for over fifteen years and has been able to develop and successfully embed the careers education programme across the school and curriculum. With retirement on the horizon, she has become part-time with responsibility for the HE provision and is looking forward to working with a new careers professional who will enjoy supporting our students. It is immensely rewarding work as the Head of Careers works closely with all members of the school community.

The team you will join

The Head of Careers would become a member of the Sixth Form team and be line managed by the Head of Sixth Form. The team you will be working with are:

- Jeni McClean - Assistant Head, Head of Sixth Form
- Carol Whiter - Careers Advisor and Head of UCAS
- Lucy Furlong - Sixth Form Administrator
- Sharon McClean - Sixth Form Pastoral Manager

What we can offer you

The school provides an excellent range of staff development opportunities. This is currently led by Lauren Common, Assistant Headteacher and our team of ASTs/SLEs with responsibility for teaching and learning. All staff members are encouraged to continue their personal development and undertake further qualifications if they wish.

We fully appreciate the time and consideration which go into applying for a new job. If there is anything we can do to help you through this process, please do not hesitate to ask.

We very much look forward to receiving your application.

Job Description



Post Title: Head of Careers
Responsible to: Head of Sixth Form

Purpose of the Role: To be named 'Head of Careers' lead in school and to be responsible for implementing the Schools' Careers Education, Information, Advice and Guidance programme for years 7-13 and ensuring the Gatsby benchmarks are met.

Main Activities and Accountabilities

- To provide impartial careers information, advice and guidance which enables students to make appropriate choices, particularly at the time of transition (Years 9, 11 and 13) and to develop the School's personal guidance offer in line with Gatsby Benchmark 8.
- To ensure that the School is providing as comprehensive Careers support as possible through meeting all the Gatsby Benchmarks.
- To construct the School's Careers Education, Information, Advice and Guidance (CEIAG) Policy in line with statutory requirements and to update this policy as required, at least every two years.
- To construct a suitable programme of CEIAG activities which are delivered by members of the teaching staff including Form Tutors including as part of the PSHRE programme.
- To evaluate the CEIAG programme on a regular basis and adjust as appropriate.
- To liaise with SLT, Learning Support Department, Heads of Key Stage 3, 4 & 5 and Form Tutors to ensure that the learning needs of specific/targeted students are being met within the school.
- To liaise with external agencies to provide the support required for specific/targeted students including the alternative provision that may be required in KS4.
- To be the main contact within the school for the YC (Youth Connexions) service.
- To organise the work of the YC Personal Advisor within the school ensuring students who are unable, or do not wish to stay in the Sixth Form have a suitable, alternative option and remain in education, employment or training as far as possible.
- To attend Parents' Evenings for Years 9-13 and provide information, advice and guidance as appropriate.
- To attend relevant curriculum and information evenings.
- To work with our Alumni Manager to deliver a week of Careers Talks for students in years 9-13, given by our inspirational alumni.
- To ensure that the School's Careers Fair is delivered according to the Government's statutory requirements for Careers Guidance and Access for Education and Training Providers published in 2018 through working with employers, employees and alumni.
- To facilitate the work experience programme in KS4 creating and maintaining good working relationships with local employers.
- To work with the School's Enterprise Adviser via the Careers & Enterprise Company to provide worthwhile employer interactions for all students.

- To develop employer networking and engagement opportunities for all students from years 7-13 in line with the Government's Career Strategy and Gatsby Benchmark 5.
- To ensure that students receive the support required, particularly in the Sixth Form, to organise their own work experience to support their future plans, particularly those not taking the UCAS route after Y13.
- To be responsible for ensuring the Careers resources within the School are maintained, reviewed, disseminated and improved on a regular basis. This includes online resources and the use of the Careers Google site.
- To produce appropriate Careers resources which ensure that the students receive information at the right time and to signpost the help and support available to them.
- To deliver Careers workshops for students and INSET for staff as and when required.
- To facilitate the Morrisby Test in Year 10 and co-ordinate debrief interviews with the visiting adviser(s).
- To facilitate the Centigrade Test in Year 12 which is designed to enable the student to receive tailored HE information.
- To be committed to CPD and remain up-to-date with the ever changing landscape of Careers Education.
- To work with the Head of UCAS and learn how the Sixth Form team supports their students in making applications to university to include taking on the role of Personal tutor for a group of students.
- To work alongside the Head of UCAS and HE before assuming these responsibilities when she retires
- To develop, implement and maintain a continuous improvement plan for careers ensuring it evolves, remains relevant and takes advantage of emerging opportunities.
- To maintain and update the careers section of the school website.
- To participate in the general life of the school, for example, helping with open days, meeting with parents and other professionals as required.
- To attend relevant meetings and training sessions.
- To keep abreast of developments, current initiatives and changes in their field and communicate to staff as appropriate.
- To comply with all school policies observing all safeguarding and health and safety procedures.
- To carry out any other duties, commensurate with the grade of the post, as required by the Headteacher.

This job description sets out the duties of the post at the time it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot in themselves justify a reconsideration of the grading of the post



Person Specification

	Desirable / Essential
Education	
Good general education including GCSE in Mathematics and English at Grade C or above	E
Qualification in Careers Guidance	E
Higher degree or further education	D
Experience	
Experience from a similar post	D
Experience of working in more than one previous school	D
Specialist skills and knowledge	
Strong working knowledge of the Gatsby Benchmarks and how these fit with National Curriculum, requirements	E
Excellent administration, organisation and management skills	E
Excellent information and communication technology skills	E
Knowledge of equal opportunity issues for students and staff	E
Clear commitment to the safeguarding of students	E
Other	
An energetic committed individual with a clear vision and unwavering commitment to excellence for all	E
Open and enthusiastic	E
A problem solver with a 'can do' attitude	E
Ability to multitask, prioritise, stay relaxed under pressure and deal with numerous challenges simultaneously	E
Willingness and clear commitment to be involved in extracurricular activities	E
Excellent emotional intelligence and interpersonal, communication skills	E
A good sense of humour!	E