

**Head of Careers**

**Candidate Information Pack**

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[**www.stgeorgesweybridge.com**](http://www.stgeorgesweybridge.com)

St George’s Weybridge, Weybridge Road, Addlestone, Surrey, KT15 2QS

Tel: 01932 839300



St George’s Weybridge

Thank you for your interest in St George’s Weybridge and, in particular, in the role of Head of Careers. We are delighted that you are considering our School and we hope that you will wish to apply for this position once you have found out more about us.

Founded in 1869 by the Catholic order of Josephites, St George’s Weybridge has become the largest independent Catholic school in the country. Academically autonomous, the College and Junior School work together to a ‘one-school’ principle, educating in excess of 1,500 students across the two school sites.

At St George’s we seek to inspire a love of learning in our students and to encourage all to fulfil their aspiration and potential within an atmosphere of mutual respect and compassion. We acknowledge that each child is an individual with unique talents and abilities. Our role is to identify and develop these talents by providing them with every opportunity to achieve in the classroom, on the sports field and on the stage.

It has been an exciting year here at St George’s Weybridge, with Rachel Owens joining us as Headmistress at the College, bringing her vision and enthusiasm as she leads the College in the next stage of its development. And to mark our forthcoming 150 year anniversary, work is commencing later this year on an exciting new architectural development for the College that will transform our current activity facilities. The Junior School, led by Antony Hudson, goes from strength to strength and last year saw the opening of “The Ark” with its’ state of the art classrooms, resource areas, IT suite and outdoor learning areas.

Our Schools are supported by a strong Business Team made up of passionate and dedicated individuals working across a broad spectrum of departments, all pulling together to provide professional business services enabling the delivery of an outstanding Georgian education. The heads of each of the 9 business departments form the Business Management Team which complements the activities of the College and Junior School Senior Management Teams.

We hope this pack provides you with useful information about both St George’s Weybridge and this pivotal role and that you will consider applying for this job – we recognise that a great deal of thought and time goes into preparing such an application and we assure you that we will, in turn, give your application serious consideration.

**Rachel Owens Antony Hudson Greg Cole**

**Headmistress Headmaster Bursar**

**St George’s College St George’s Junior School St George’s Weybridge**

Our Georgian Family Ethos

The distinctive Josephite traditions upheld by St George’s College and St George’s Junior School encourage a strong sense of family where all students are valued and encouraged to fulfil their potential in an atmosphere of mutual respect and compassion.

This atmosphere aims to reach out to all families, our alumni known as 'Old Georgians', the local community and the wider world.

St George's College and St George’s Junior School are proud to have a reputation for being friendly schools, where all students are individually known and valued equally whatever their strengths and weaknesses. Great care is taken by the teaching staff to ensure that all of those in their care develop into quietly confident, compassionate and perfectly balanced individuals, which will prepare them to play a responsible role in the shaping of society.

Christian values have always permeated every aspect of School life. St George’s College and St George’s Junior School are Roman Catholic schools which welcome students from all Christian denominations. It is our wish that during their time at St George's, our boys and girls will grow up within a community where Christian beliefs and principles are a guide for all that we do. This is evident in the liturgical life of our Schools and in the many ways we have of reaching out beyond our community. St George’s Weybridge has clear policies about equal opportunities and does not tolerate any form of harassment or bullying.



At St George’s Weybridge, we employ a number of full and part time staff in a wide range of teaching and business posts. Our salaries are competitive and we offer a range of excellent employee benefits. Staff will undertake a full induction programme on joining St George’s and continuous professional development is actively encouraged and supported.

Working at St George’s Weybridge

Conveniently situated, both schools are supported by great road and public transport links. The grounds of St George’s Weybridge are stunning with the College sitting in 100 acres of park land and the Junior School on a 52 acre site. The facilities offered at both schools are exceptional with many more exciting developments underway.

St George’s prides itself on offering a harmonious and supportive environment for all staff and the Josephite ethos of “Coming home to School” is experienced not only by our pupils but extended also to our staff.

What Our Staff Say

“From the moment I drove into St George’s College, I felt a great sense of welcome and belonging. The recruitment process was effortless and accommodating. The general attitude and friendliness of staff at St George’s has enabled me to settle in very quickly and comfortably into the Georgian Family. Students at both the College and Junior School are really lovely, along with the grounds that are a joy to walk around. I feel very proud working for such a wonderful place, which clearly values and appreciates its staff.” ***Oliver***

“I can honestly say I love working at St George’s and enjoy coming into work every day. The people at St George’s make the school what it is today and I feel extremely lucky to be part of this community.” ***Laura***

“St George’s Weybridge is a fabulous place to work, set in beautiful grounds and with an ethos where everyone shares and embraces each other’s skills and knowledge. From day one, I have found everyone to be warm and welcoming and there is culture that evokes mutual respect amongst staff and students alike. I definitely feel part of the ‘Georgian family’!” ***Angela***

“Since day one the staff and students have been extremely friendly and helpful to me, there is a lot of respect between staff and students and this combined creates the perfect learning environment for everyone at the college, staff included.” ***Toby***

The Role

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| **Job Title:** | **Head of Careers** |
| **Reports to:** | Deputy Head Staff |
| **Line management responsibilities:** | Careers Co-Ordinator |
| **Starting Salary:** | A competitive remuneration package is available for the right candidate |
| **Hours:** | Indicative hours are 8.00 am to 5.00 pm, Monday to Friday in both term time and school holidays. However, this is a senior role and the successful candidate will be expected to work the necessary hours to fulfil it. There may be occasional requirement for weekend or out of hour’s attendance, to be agreed in advance with the Deputy Head. Attendance at all Open Mornings is expected. Flexibility in the working pattern may be considered for the right candidate.  Due to the nature of the role availability during the GCSE and A Level results period will be required. |
| **Key Responsibilities:** | |

**The Head of Careers will lead the Careers team in offering first class careers support, advice and guidance to SGC students, in developing students as researchers, planners and managers of their careers education and long term careers, such that they are able to respond to, take advantage of, and thrive in a rapidly changing careers landscape whilst supporting the school’s Mission Statement through the provision of careers advice and guidance**

**Strategy**

* To identify, link and build on sources of support for consolidating and extending the careers provision at SGC, including Development, Marketing, HE, PSHE, parental, staff, external providers, direct external contacts, alumni and Governors
* To proactively position careers provision such that it can respond to the ‘wider scene’, including the direction of the economy, needs of employers, Community Benefit imperatives and the requirements of regulatory frameworks, such as ISI, DfE and CDI

**Operational**

* To ensure compliance with DfE Statutory Guidance on Careers, ISI and the Gatsby Benchmarks
* To support and develop Careers Education lessons in PSHE, the pastoral programme, and, where relevant, to highlight opportunities to raise careers issues in relevant subjects
* To provide internal expertise on careers guidance and related issues
* To link with external careers guidance providers, for support in such issues as delivering post-profiling interviews
* To track and record the levels of student involvement in careers events, and to use this to target and develop provision
* To liaise with the University Admissions Team, including Oxbridge and Medics, updating on degree course developments, and related apprenticeship and sponsored pathways
* To increase Community Benefit partnerships through use of careers events open to other students at local schools, including state schools. To work with the State school Liaison Officer in delivering this.
* To record, track and use student/family profiles to identify the level of new-style opportunities likely to be required, e.g. Degree Apprenticeships
* To train and prepare students to make applications for employment
* To record short, medium and long term progression data, including numbers of students electing for Gap Year Service
* To set up a model programme for employer engagement, including elements, such as Skype encounters with CEOs, networking events, etc.
* To ensure the successful visit of various careers professionals
* To liaise with HoYs and HoDs to ensure careers information matches students’ needs

**Leadership and Management**

* To line manage the Careers Co-ordinator and to work with the Careers Co-ordinator in strengthening the parental link
* To work with the Careers Co-ordinator in redesigning the Careers Co-ordinator role, such that it fits with the strategic direction of the overall Careers Department

*The role involves the confidential use of databases and access to personal and/or sensitive information, as summarised below:*

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| --- | --- |
| **Database Name** | **Database Functions Used** |
| RS Admissions database (prospective pupils and their parents) | Full access |
| SIMS – pupil database | Read, amend, add and reporting. Ability to view all information on this SIMS database |
| SIMS – staff database | Read and reporting on this SIMS database |

Person Specification

To fulfil this important role the School requires a well-educated and charismatic individual who has a track record of success in strategic careers provision and team leadership, possibly in a similar organisation. Experience in educational may be an advantage but enthusiasm, tact and a hands-on approach to getting things done are also fundamental to this role.

**Leadership**

* A highly strategic thinker, able to create an integrated strategy, lead and guide change, and build and enhance teams.
* The ability to transfer knowledge and experience into a new setting and consider and implement creative solutions.

**Communication and interpersonal skills**

* Outstanding people skills – a positive team-player with the professionalism, determination and personal motivation to inspire others, to achieve exceptional results and to get things done.
* Demonstrable ability to build rapport and communicate persuasively with people of different backgrounds.
* Impressive personal presence and presentation combined with the humility and enthusiasm to pitch-in as a team-player.
* The ability to communicate so that messages are clear, convincing and inspiring, in particular utilising excellent spelling and grammar to produce high quality written communications.

**Careers knowledge**

* In depth knowledge and understanding of the DfE Statutory Guidance on Careers, ISI and the Gatsby Benchmarks.
* An appreciation of customer relationship management, ideally gained through a school or university admissions function.
* The ability to keep abreast of the current and future labour markets ensuring guidance is adapted and appropriate.

**Engagement**

* Empathy with independent education and the desire to relate and extol the Catholic, Christian and Josephite ethos of the School.
* To support the school’s Mission Statement through the provision of careers advice and guidance
* A commitment to promoting and safeguarding the welfare of children.

**IT and online proficiency**

* Competence in standard Microsoft office software (email, word-processing, presentation and spreadsheet packages).
* An understanding of, and an ability to interpret data in varying forms to improve provision.

| **Attributes** | **Essential Criteria** | **Desirable Criteria** |
| --- | --- | --- |
| **Knowledge** | * Understanding and appreciation of the principles and practices of working in Education | * Understanding of the principles and practices of Careers Guidance |
| **Skills & abilities** | * Excellent written and verbal communication skills * Efficient administrative skills * Organised and proactive * Diplomatic and empathic * Able to interact professionally with people at all levels both internally and externally * Competence in IT and database skills * Understanding of confidentiality * Ability to motivate and build confidence in others | * Strategic planning and implementation at senior level |
| **Experience** | * Working within the Education sector * Data analysis to improve provision * Organising events with guest speakers | * Experience of providing careers advice in an educational context * Management experience of leading a team * Corporate background with potential career contacts |
| **Qualifications** | * Educated to degree level or equivalent | * Relevant high level professional CDI qualification or willingness to train |
| **Personal circumstances** | * Willing to attend a wide-range of School events * Willing to play an active part in the life of the St George’s community * Willing to work out of hours as and when school functions occur |  |
| **Equality** | * Candidates must demonstrate understanding of, and acceptance and commitment to, the principles underlying equal opportunities |  |

**Pension:**

Benefits

Subject to meeting the qualifying conditions all Business Staff are automatically enrolled in our work place pension scheme, currently provided by Aegon. St George’s Weybridge currently doubles the employee contribution up to a maximum of 10% of your salary or trebling to 15% for long-serving employees. Teaching staff have access to the Teachers’ Pension Scheme.

**Holidays:**

The post holder will be entitled to four weeks annua leave, to be taken in term time only and will be paid as salary.

**Fee Remission Scheme:**

All staff on permanent contracts of employment are eligible for School Fee Remission as per the scheme operating at the time.

**Meals:**

Staff are provided with lunch in the College / Junior School lunch hall, as part of the Student Supervisory Policy.

**Life & Personal Accident Insurance:**

Life insurance is provided through MetLife or Teachers Pensions, whereby a named beneficiary would be eligible to four times annual salary. In addition insurance is in place in the event of an accident leading to permanent disability or injury.

**Employee Assistance Programme:**

Benenden is a free confidential counselling and medical advice helpline available 24 hours per day, 7 days a week.

**Childcare Vouchers:**

Childcare Vouchers can be purchased through Edenred. These are tax-free, exempt from NI contributions and can provide savings of up to a maximum of £1000 per annum.

**Employee Loans:**

Staff can apply for interest free loans in the case of hardship or for training, travel costs or purchase of a bicycle.

**Holiday Camps & Local Retailer Discounts:**

Discounts are available to all permanent staff on holiday camps and activities hosted at St George’s Weybridge. In addition a number of local shops and retailers offer discounts to staff at St George’s.

**Initial Period of Employment:**

Conditions of Employment

Teaching Staff: Two Terms

Business Staff: Six months

During the Initial Period of Employment, sick pay will be paid in accordance with current legislation.

**Notice Period:**

One week on either side during the Intitial Period of Employment, thereafter:

Teaching Staff: One Term

Business Staff: Three months

**Pre-Employment Vetting Checks:**

It is a condition of employment at St George’s Weybridge that every applicant who accepts the offer of a job will be subject to criminal background checks through the DBS and will be required to provide documentary evidence to confirm their identity and right to work in the UK. The checks will be carried out at the School’s expense. References will be taken up, including those from previous employers.

**Safeguarding Children:**

The post-holders responsibility for promoting and safe-guarding the welfare of children and young persons for whom he/she is responsible or with whom he/she comes into contact will be to adhere to and ensure compliance with the Safeguarding Policy Statement at all times. If, in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school he/she must report any concerns to the Head and / or DSL.

**Dress Code:**

Business Staff are expected to conform to the Dress Code as set out in the Staff Procedures Book. The Dress Code requires male staff to wear a suit or jacket and tie, and female staff an appropriate dress or suit (with skirt or tailored trousers, not jeans). These norms are relaxed a little during school holiday time.

**No Smoking Policy:**

St George’s College and St George’s Junior School operate a no smoking policy.

Your Application

To find out more about the post or the school, in the first instance please contact Dan Wright, Deputy Head Staff, for a confidential discussion:

Tel: 01932 839373

Email: [DWright@stgeorgesweybridge.com](mailto:DWright@stgeorgesweybridge.com)

Applications are encouraged as early as possible on the enclosed form and emailed together with a covering letter to [humanresources@stgeorgesweybridge.com](mailto:humanresources@stgeorgesweybridge.com).

**Closing date for applications: 4pm on Monday 16th October**

Preliminary Telephone Interviews: TBC

First round interviews: w/c 30.10.17

Second Round Interviews: w/c 30.10.17

Before making an application, please familiarise yourself with our [**Safeguarding Policies**](http://www.stgeorgesweybridge.com/further-information/school-policies-)**,**[**Recruitment Policy**](http://www.stgeorgesweybridge.com/uploads/redactor_rails/document/data/2953/Recruitment__Selection_and_Disclosure_Policy_and_Procedure_January_2016.pdf), [**DBS Code of Practice and Associated Policies**](http://www.stgeorgesweybridge.com/uploads/redactor_rails/document/data/2737/DBS_Code_Of_Practice___Associated_Policies_Final.pdf) which are available at:

[http://www.stgeorgesweybridge.com/further-information/employment-opportunities](http://www.stgeorgesweybridge.com/further-information/employment-opportunities-)

St George’s Weybridge is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

St George’s Weybridge is an Equal Opportunities Employer and a registered Educational Charity. We look forward to receiving your application.