



**Careers & Enterprise
Coordinator**

RECRUITMENT PACK

Horizon Community College

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We are very confident that the college will go from strength to strength.

Welcome



Mr Nick Bowen

Horizon Community College opened its doors in September 2012 with the challenging ambition of raising achievement to a level that would put the college among the top 10% of schools in the country. With an extremely positive Ofsted report describing the college as 'Good' in every category, achievement and attainment significantly above the national average and an enviable staff base, we are well on our way to achieving this.

We have a vision for redressing the imbalance, re-shuffling the pack and giving the young people of Barnsley a better hand – a better deal - breaking the 'vicious circles' of underachievement and low aspiration and transforming the lives of every young person.

Examination results have been consistently high since Horizon Community College opened. Success in the English Baccalaureate subjects: English, Maths, Science, Humanities and Languages means that the number of students achieving the English Baccalaureate is extremely high and significantly above the national average. Examination results in other subjects: the Performing Arts, Art, Photography, PE, RE, Computing, Textiles, Sociology, Business Studies are also exceptionally high. We are extremely proud of these achievements which place the school in the top 27% of schools in the country.



Mrs Claire Huddart

It is heartening to see so many students taking on leadership roles within the college and within the wider community. We want Horizon Community College to be at the heart of this community and the impact of community enterprise activities and the full car parks up to 9.30pm in the evening highlight just how far we have come in achieving this goal too.

New Year 7 students, who start in July rather than in September, benefit greatly from having their own 'school' within the college, where they spend most of their working week. In effect, Year 7 students attend the smallest secondary school in Barnsley, but have access to the best facilities in the country.



Mrs Margaret Gostelow

We want young people to leave Horizon Community College well qualified and with a unique skill set that will enable them to stand out from the crowd. We want young people to be in possession of a passport of leadership and employability skills that will enable them to pursue exciting careers, attend prestigious universities, complete dynamic apprenticeships and play leading roles in regenerating this area.

The following pages detail our Strategic Priorities and Learner Expectations and Attributes. To get a further insight into life at Horizon, [click here](#) for our latest College video.

We are proud of the professional development opportunities that exist for all staff. A full programme of CPD runs throughout the year. This is often tailored to the particular needs and stage of staff, from ITE, NQT, RQT through to leadership programmes. Where necessary we use external trainers with national profiles. For example, we are currently working closely with Gavin Clowes in our work on Kagan Co-operative Learning, and Mark Finnis around Restorative Practice.

We are extremely proud of what has been achieved within the first five years and hope you are as excited as we are about the next five. We trust this document provides you with the information you need.

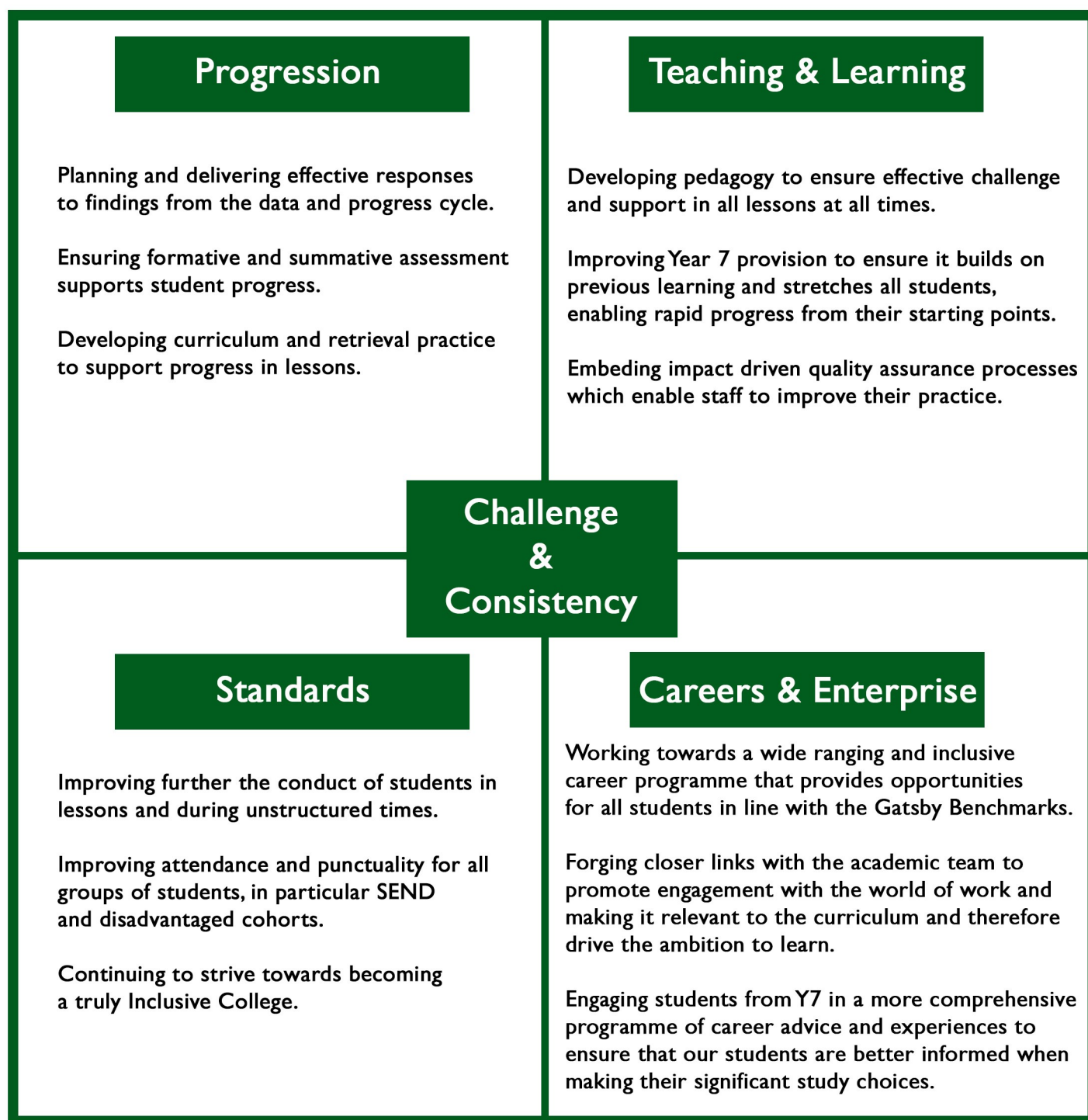
Nick Bowen
Executive Principal

Claire Huddart
Principal

Margaret Gostelow
Chair of Governors



Strategic Priorities 2018-2019



Our strategic priorities summarise our plans here at Horizon community college as we continue on the journey to achieve our ambition of being a school placed in the top 10% of all schools nationally and where students are positive role models.

Claire Huddart (Principal)

Learner Expectations and Attributes



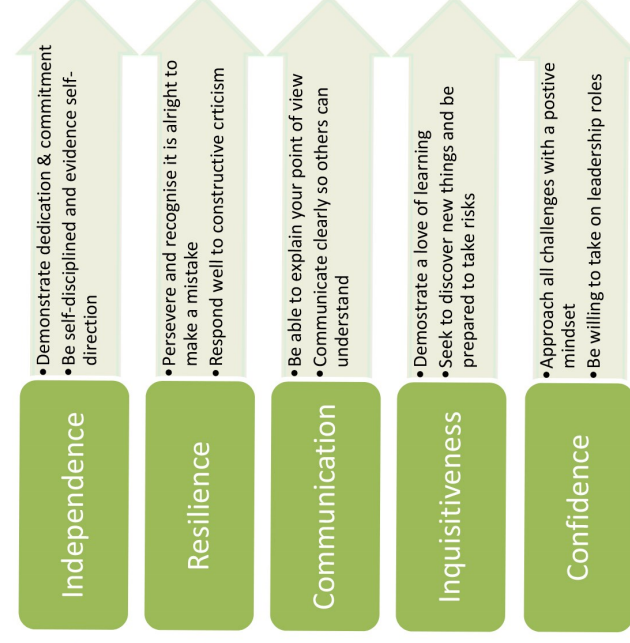
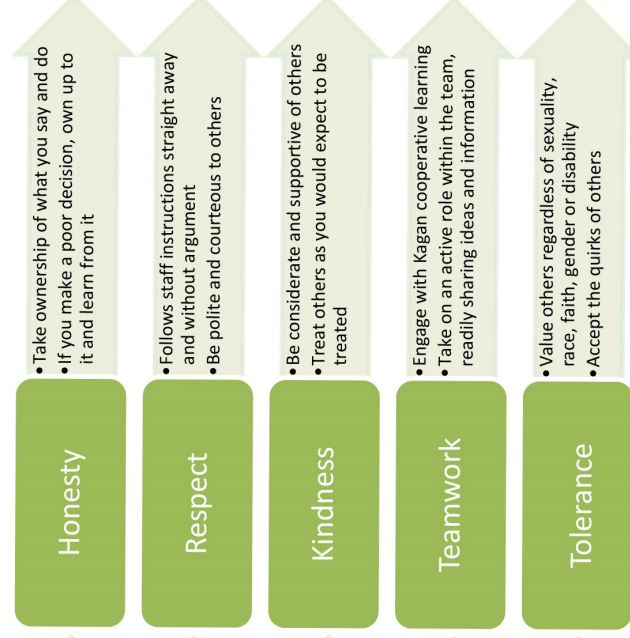
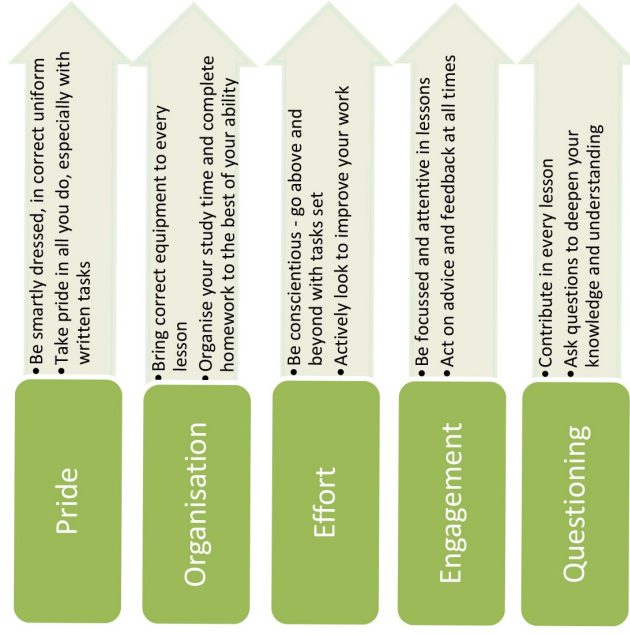
Expectations

Attributes

Approach

Relationships

Ready to Learn



4
Rarely meets expectations and demonstrates few of the attributes.

3
Sometimes meets expectations but is inconsistent, and demonstrates some of the attributes

2
Meets expectations most of the time and demonstrates some of the attributes.

1
Consistently meets expectations and demonstrates most or all of the attributes.

Child Safeguarding Policy

The College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. A Disclosure and Barring Service (DBS) check will be undertaken for the successful applicant.

The College pays full regard to DfES guidance 'Safeguarding Children and Safer Recruitment in Education' Jan 2007. We ensure that all appropriate measures are applied in relation to everyone who works for Horizon who is likely to be perceived by the children as a safe and trustworthy adult including e.g. volunteers and staff employed by contractors. Safer recruitment practice includes scrutinising applicants, verifying identity and academic or vocational qualifications, obtaining professional and character references, checking previous employment history and ensuring that a candidate has the health and physical capacity for the job. It also includes undertaking interviews and an Enhanced DBS check.

Please visit:

<http://www.horizoncc.co.uk/safeguarding/>

Careers & Enterprise Coordinator

Location: Horizon Community College, Barnsley

Salary: Grade 6 (£23,398—£25,951)

Hours Per Week: 37

Type: Permanent

Closing Date: 13 July 2018

This is a really exciting opportunity to join a dynamic College and be part of a proactive and passionate team of people. The main focus of the team is to drive the careers and enterprise agenda across the College, aiming to raise student aspirations and help them achieve their potential.

Organising and facilitating enterprise activities to enable students to develop skills that complement and drive academic learning is a key feature of the post along with supporting students to develop work ready skills.

Experience of working with young people within a similar setting is essential, as is the ability to engage parents in work of the College and develop effective relationships with a range of partners.

Qualifications required are 4 GCSE's Grade A* to C including English and Maths and a Level 4 qualification in a relevant subject.

A Disclosure and Barring Service check will be undertaken for the successful applicant.

This College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. A disclosure and barring services check will be undertaken for the successful applicant.

Job Description

Job Description

BARNSELEY

Metropolitan Borough Council

DIRECTORATE/DEPARTMENT: Children, Young People and Families

SERVICE AREA: Horizon Community College

SECTION:

JOB TITLE: Careers and Enterprise Coordinator

JOB REFERENCE NO:

GRADE: 6

RESPONSIBLE TO:

Assistant Principal - Careers and Enterprise

EMPLOYEE SUPERVISION:

DATE AGREED:

BY WHOM:

Purpose of Post:

To support and drive the careers and enterprise agenda within schools that aims to raise students aspirations and help students reach their individual potential.

Key Areas:

- To organise and facilitate enterprise activities that enable students to develop skills that complement and help drive their academic learning
- To organise and facilitate activities that help students develop work readiness skills.
- To work effectively with a wide range of partners for the mutual benefit of students, families and the wider community
- Ensure that student leadership and the career and enterprise activity is embedded in the work of the college.

Duties and Responsibilities:

Working within the Careers Team to ensure:

- The continued effectiveness of the careers programme and culture within school.
- Effective Enterprising Extended Services activities within the School
- That there are a programme of Partnership activities running throughout the year for our Partner Primaries
- Creative assemblies, reflections and inspirations that are appropriate and effective
- Creative and enterprising student leadership within the college
- Support for the Curriculum
- High profile Student Leadership in the wider community

Job Description

- Creative engagement with parents of students including opportunities for family learning
- Work on transition programmes between the college and partnership primary schools
- The provision of information, advice and guidance when necessary (including actively sourcing information)
- The engagement of parents as active partners and building positive relationships
- Signposting to relevant agencies
- The identification of relevant training needs for families
- The development of creative and fun family learning opportunities

Support for the College

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Ensure all students have equal access to opportunities to learn and develop.
- Contribute to the overall ethos, work and aims of the College.
- Support the embedding of the Gatsby Benchmarks in the careers programme of the college
- Establish constructive relationships and communicate with other agencies/professionals to support achievement and progress of students.
- Attend and participate in regular meetings.
- Participate in training and other learning activities and performance development as required.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate.

The above duties are not exhaustive and the post holder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the Principal or Careers Leader.

The College is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.

Date Job Description Revised:

By whom:

Person Specification

EMPLOYEE SPECIFICATION

The Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.

When filling in the application form, please demonstrate with clear, concise examples how you meet the requirements of the post. You will be assessed in relation to the Essential and Minor criteria. Please bear in mind that you must possess the Essential Criteria on day 1 to be able to do the job. If there are large numbers of applicants for the post then all of the criteria will be used for shortlisting. Under the Disability Discrimination Act (DDA), we recognise and welcome our responsibility to remove any barriers in our recruitment and selection process. We have tried to assess this in our Job Description and Employee Specification, however if you feel that there are barriers, please tell us in the application form. As part of the DDA, we are committed to making reasonable adjustments, wherever possible and it would help us to know your needs in order to do this.

Post Title: Careers and Enterprise Coordinator	School: Horizon Community College	Grade: 6
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Criteria No	Attributes	Criteria	How Identified (either Application Form or Interview)	Rank (Essential/Minor)
	Relevant Experience	Experience of organising Enterprise and Extended Services activities within a Secondary School and across the wider community	Application form/interview	Minor
		Experience of developing student leadership within school and across the wider community	Application form/interview	Minor
		Experience of working with Primary Partners in transition and Extended Services activities	Application form/interview	Minor
		Experience of engaging with a wide range of community partners for the benefit of the students, their families and the wider community	Application form/interview	Minor
		Experience of organising a range of family learning activities	Application form/interview	Minor
		Experience of enhancing the school curriculum through Community Enterprises and Extended Services activities	Application form/interview	Minor
		Proven experience of working with children and young people in a variety of situations.	Application form/interview	Essential
		Experience of mentoring young people.	Application form	Minor
		Experience of working with external contacts.	Application form/interview	Essential
		Experience of child protection issues.	Application form/interview	Minor
		Experience of presenting information at a range of formal meetings.	Interview	Essential
		Experience of resolving issues relating to young people.	Interview	Essential
		Undertaking presentations to pupils and adults.	Interview	Essential
	Education and Training Attainments	4 GCSE's or equivalent including English and Mathematics (Grades A to C).	Application form/certificates	Essential
		Level 4 qualification in a relevant subject.	Application form/certificates	Essential
		L3 or 4 QCG	Application form/certificates	Minor
	General and Special Knowledge	Knowledge of community groups	Application form/Interview	Minor
		Knowledge of how to maximise community use of College facilities, particularly the theatre and sports facilities	Application form/Interview	Minor
		Knowledge of Extended Services	Application form/interview	Minor
		Knowledge of community leaders	Application form/interview	Minor
		Knowledge of Primary School organisation and transition	Application form/interview	Minor
		Knowledge of safeguarding and child protection procedures	Application form/interview	Minor

Person Specification

	Skills and Abilities	Ability to organise successful large scale events within the college	Application form/interview	Essential
		Ability to work on own initiative and prioritise work to given deadlines.	Application form/interview	Essential
		Ability to engage teams of staff from the College and the wider community	Application form/interview	Essential
		Ability to present information clearly and concisely to prescribed formats.	Application form/interview	Essential
		Excellent written and verbal communication skills.	Application form/interview	Essential
		Ability to work accurately and methodically under pressure.	Application form/interview	Essential
		Ability to respect and maintain confidentiality.	Application form/interview	Essential
		Ability to work individually and as part of a team.	Application form/interview	Essential
		Commitment to the safeguarding and promotion of the welfare of young people.	Application form/interview	Essential
		Ability to maintain appropriate relationships with staff and students	Application form/interview	Essential
		Ability to deal appropriately with a range of sensitive issues.	Application form/interview	Essential
	Additional Factors	A willingness to take part in training and development opportunities as required.	Application form	Essential

In compiling this, please refer to the Section 'Review Job Description and Employee Specification' in the Recruitment and Selection Code of Practice.

Further Information

Should you wish to discuss the role further please contact us on 01226 704230.

Please read the [Guidance Notes for Applicants](#) before completing an application form.

This is an exciting and rewarding role and we look forward to receiving your application.

The Application Process

The candidates selected for interview will be informed after shortlisting and full details of the interview process will be provided.