

**Careers & Work Experience Coordinator**

(Part-time 22 hrs per week over 4 days)

The School

Stratford Girls’ Grammar School is a highly successful selective 11-18 school: there are currently 811 students on roll. The standard pupil number in Years 7 to 11 is 120. There is a significant extra intake into the sixth form – this year there are 215 students in Years 12 and 13. The school has an excellent reputation based on examination results, a progressive approach to educational development and a strong sense of community. At our last inspection, Ofsted judged us outstanding: not only overall, but also in 25 out of 29 categories. The schools’ overall Progress 8 score for 2016 is 0.51 and we anticipate a similar figure for this year. The standards that students achieve at every level are exceptionally high and the students’ personal development is outstanding. This is reflected in our standing in League Tables locally and nationally. The school became a stand-alone academy in August 2011, and moved at the same time to vertical tutoring. We are outward-looking, value breadth and encourage students to take up a wide variety of extra-curricular opportunities.

The school is located in a small village on the outskirts of Stratford-upon-Avon - just ten minutes from junction 15 of the M40 and less than an hour from Birmingham and Coventry - and is based in the grounds of Shottery Manor, a fifteenth century manor house which accommodates our sixth form. The school buildings are quite compact, and the entire site is arranged around a very attractive central lawn. We have expanded our facilities in recent years. Phase Two of our masterplan opened in September 2015: a £3.5m project comprising a remodelled assembly hall, kitchens, dining room, full-size sports hall, fitness suite and changing rooms, drama studio, three classrooms, offices and school reception. And this development followed soon after Phase 1: a £1.5m extension comprising six classrooms, offices and a new library.

Further details about the school can be found on our website (www.sggs.org.uk), including our current curriculum information and on Twitter (@Shottery). Examination results for the last year (and summary information about the preceding five years) are available on the website, and a link to our most recent Ofsted report (February 2009).

Careers and Work Experience

We are working with some of the most able students in England. Many of them – and their parents - have high aspirations with regards to future career pathways. Others, however, do not have a clue! Our job is to feed their imagination, educate them in life and employability skills and support them in the best way we can towards reaching their goals. The majority of our students progress to A-levels each year and most will continue onto university at the end of their sixth form, though GAP years are on the rise. Importantly, a few are beginning to take up apprenticeship opportunities. We are keen that our students are fully aware of all the opportunities that are available to them so that they make well informed decisions about their future beyond SGGS.

Our Careers and Work Experience Coordinator is at the heart of our careers work. This is a hands-on job both in terms of working with the students, parents and staff, as well as outside agencies, organisations and employers. In recent years, we have looked to bring employers into school more and this has been facilitated through a Careers Fair, Enterprise Days, Insight to Work Days and talks – all of which have been organised and managed by the post holder. We are ambitious in our desire to provide the best service we can and careers is fully supported by the SLT.

The Careers and Work Experience Coordinator is line managed by the Deputy Head, who has strategic oversight of careers in school. They also work closely with the Head of Sixth Form, who is currently our Careers Advisor in school.

The Post

This is a position that has grown in recent years, which is indicative of the importance attached to careers and work experience by the school. The post arises as our current Careers and Work Experience Coordinator, Corrin Harding, is starting a Masters course. This is a part-time post 22 hours per week. The successful candidate will be an enthusiastic and experienced colleague who has the ability to inspire both students and staff, and build on the many strengths of the existing Careers provision to ensure continued – and enhanced – future success at all levels and for all students

Finally, candidates should note that this is a small school, and that all staff, from the Headteacher downwards, therefore have a very hands-on roles, carrying out tasks and projects as well as leading and managing them. We are committed to the continuing professional development of all existing and new colleagues.

The Job Description below sets out further details of the responsibilities and general duties of the post; and the qualifications, experience and skills required of the successful applicant are set out in the Person Specification below that.

The application deadline is 9am Friday 22nd September .

Interviews will be held on Wednesday 27th September

If you would like to visit the school or have any queries, please contact Jane Pearson on 01789 293759 or on pearson.j@sggs.org.uk in the first instance

**Job Description: Careers & Work Experience Coordinator**

**Reporting to the Deputy Head**

**Actual Salary from £8799**

**Main responsibilities:**

* To organise, promote and coordinate a programme of careers events in liaison with the DH and HOSF.
* To inform all interested parties about careers and futures opportunities through producing careers information through hard copy literature, e-communications and displays.
* To develop and maintain links with business and community partners
* To liaise with external careers services
* To keep abreast of external changes to Careers and Employment education
* To arrange and attend the school Careers Fair.
* To identify and invite speakers from industry/colleges/universities/alumnae to deliver careers talks.
* To coordinate and administer the school’s work experience programme.
	+ Organise Work Experience placements for students, as appropriate.
	+ Be responsible for organising and ensuring all placements are Health and Safety checked.
	+ Seek advice, as appropriate, regarding specialist assessments.
	+ Organise staff visits for each Work Experience placement.
	+ Contact and meet local businesses to secure placements for students.
	+ Giving guidance to students about work experience placements.
	+ Ensure students are briefed on Health and Safety and how to make the most of their work experience.
	+ Provide electronic work experience dairies.
* To provide guidance to pupils on completing application forms, interview technique and presentation skills.
* To attend Sixth Form open evenings or similar for the purpose of actively promoting careers in school.
* To support the Oxbridge, Medics and any other relevant careers related provision, as required.
* Arranging mock interviews as required for university and apprenticeships applications. Developing a network of business and academic mock interviewers.

Any other duties as may be reasonably required from time to time by negotiation with the Headteacher.

**The Person Specification: Careers and Work Experience Coordinator**

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|  | **Essential** | **Desirable** | **How tested** |
| **Qualifications** | * Good GCSE qualifications or equivalent
 | * A-levels or higher
* Any careers related qualification
 | * Application form and documentation
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| **Experience** | * Proven track record of success in previous occupation/s
* Successful experience of leading and managing projects
* Proven record in managing staff within a team structure
* Experience of improvement planning
 | * Experience of working with young people
* Experience of working in a school setting
* Successful partnership working with other schools, agencies and stakeholders
* An interest in – or experience of – selective education
 | * Application form
* Letter
* Interview
* Documentation
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| **Professional Knowledge** | * Good knowledge and understanding of current educational developments, especially linked to HE
* Knowledge of monitoring and evaluation strategies
* Excellent ICT skills
 | * Good understanding of recent qualification changes
* Understanding of the national Careers agenda set by Government
* Understanding of the current job and graduate market
 | * Application form
* Letter
* Interview
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|  | **Essential** | **How tested** |
| **Skills, Abilities and Attributes** | * Personal integrity, honesty and sound judgement
* Ability to think strategically and creatively
* Ability to work well under pressure and meet deadlines
* Excellent interpersonal and communication skills (including written, oral and presentation skills): able to influence and persuade, but also to listen and learn
* Ability to support, motivate, delegate to and work with teams
* Respect and empathy towards others
* Positive, enthusiastic outlook, with resilience, perseverance and optimism in the face of challenges
* Positive, open and approachable style of management
* Positive approach to change and continuous improvement
* A problem-solver who looks for solutions and innovations
* Decisiveness and consistency
* Ability to maintain a sense of perspective and a good sense of humour
* Ability to maintain confidentiality
 | * Application form
* Letter
* Interview
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| **Special Requirements** | * Committed to selective education
* Committed to single-sex girls’ education
* Committed to maintaining the unique and caring ethos of the school
 | * Application form
* Letter
* Interview
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