

# Applicant Pack

To be read in conjunction with our 'Join our staff' brochure



Outstanding Achievement for All

## Job Advert



**Westfield School**  
Chorus Education Trust

Westfield School, an 11-16 comprehensive secondary with c1300 students, is an improving and inclusive school.

Westfield School joined Chorus Education Trust in 2018 and welcomed a new Headteacher, who has been working with staff to raise aspirations and provide the very best teaching for students. Within two years the school has become oversubscribed for places in Year 7.

Formerly a sports college, the school sits in generous grounds in the south-east of Sheffield not far from the M1 motorway. The modern building has the full range of educational resources, as well as a gym and indoor pool (available free to staff).

As part of our values, we are committed to supporting inclusion and diversity at Chorus. We actively celebrate colleagues' different abilities, sexual orientation, ethnicity, faith, and gender. Everyone is welcome and supported in their development at all stages in their journey with us.

You can view the school website at: [www.westfield-chorustrust.org](http://www.westfield-chorustrust.org)

### **Work Related Learning Advisor**

**Grade 5 SCP 15 – 20**  
**£25,878 – £28,371 pro rata**

**Temporary (until 31<sup>st</sup> August 2024)**

**14.5 hours per week (Working Thursday and Friday)/ 40 weeks**

**To start: ASAP**

### **About this vacancy**

We are currently seeking to appoint a highly motivated, skilled and creative part-time Work Related Learning Advisor on a temporary basis.

The principal focus of a Work Related Learning Advisor is to develop and co-ordinate the careers education, information, advice and guidance programme as well as off-site work-related courses and training. Also to liaise with Post-16 education and training providers to work with staff, students and parents to provide the most effective support to ensure successful post-16 progression.

The successful applicant will need to have very good numeracy and literacy skills as well as excellent communication and inter-personal skills. Experience of working with young people in a school setting is desirable.

This post offers an outstanding opportunity to join the school at a key time.

We are looking for:

- Someone who is an excellent role model, creative and motivational

- Someone who is able to inspire and challenge young people
- Someone who has experience of working with young people preferably in a classroom environment
- Someone with exciting ideas who can build on existing good practice
- Be engaged in all aspects of a thriving school

## To apply

The full application pack is available from [www.chorustrust.org/vacancies](http://www.chorustrust.org/vacancies) and completed Chorus Trust application forms are to be sent to Trish Hughes (HR Administrator) at: ([recruitment@westfield.chorustrust.org](mailto:recruitment@westfield.chorustrust.org))

Please note that CVs and Sheffield City Council application forms will not be accepted.

Deadline for applications: **11.59pm on Sunday 15<sup>th</sup> October 2023.**

*The successful candidate will be required to complete a Disclosure & Barring check in line with the Rehabilitation of Offenders Act (ROA) 1974 (Exceptions) Order 1975 and the Police Act Regulations.*

*The Trust will also conduct an online search of the successful candidate in line with Keeping Children Safe in Education advice.*

*At Chorus Trust we are committed to the Safeguarding of all our pupils, please visit our website to access our Safeguarding & Child Protection policy [www.chorustrust.org/policies](http://www.chorustrust.org/policies)*

## Job Description: summary

<b>Post title:</b>	Work Related Learning Advisor
<b>Grade:</b>	5
<b>Grade spinal point range:</b>	15 - 20
<b>Accountable SLT post:</b>	Deputy Headteacher
<b>Line Manager of post holder (if different):</b>	Deputy Head and Office Manager
<b>Staff to be supervised or line managed by post holder:</b>	None
<b>Post holder will work with:</b>	Students, Teaching and Support Staff
<b>Holiday and sickness relief by/for:</b>	By and for other Pastoral Staff
<b>Purpose of job:</b>	Development and co-ordination of the careers education, information, advice and guidance programme as well as off-site work-related courses and training. Liaising with post-16 education and training providers to work with staff, students and parents to provide the most effective support to ensure successful post-16 progression and of work-related courses and training. To manage the work of the careers advice service and teachers delivering careers education as well as Work Experience. To liaise with all appropriate bodies regarding the provision, monitoring and evaluation of Offsite Vocational Provision.
	This post may work across the Trust schools.
<b>Version revised:</b>	June 2021

## Job Description: duties

The post holder must at all times carry out his/her responsibilities within the spirit of the School and Trust policies and within the framework of legislation relating to Academies and Education, with particular regard to the statutory responsibilities of the Trust and the Governing Body of the School.

### **Specific duties and responsibilities:**

To be responsible for providing pupil support to the standards required by the academy/ Trust and appropriate external bodies. Duties will include, but not be limited to:

### **General**

- In partnership with the SL for PSHCE and Key Stage Managers: lead, coordinate and support the careers education, information, advice and guidance programme throughout the school.
- Administer the budget to maintain and update materials for the school careers library.
- Guide and advise Teaching and Support Staff on post-16 progression procedures and the careers education, information, advice and guidance programme.
- Provide in-class support as necessary relevant to work related learning.
- Liaise with and manage the work of the careers advice service, and/or other careers and transition support services, within the school.
- Contribute towards, and support the development and requirements of, any related accreditation programmes.
- In conjunction with the pastoral team, intervene accordingly with potential “Not in Education, Employment or Training” (NEET) students, identified by the schools Risk of NEET Indicators (RONI).
- Share with the Senior Leadership Team (SLT) a progress report on a regular basis.

### **Post-16 transition**

- Manage and coordinate the UCAS process to ensure efficient and effective post-16 progression.
- Maintain communication with all appropriate staff regarding the post-16 intentions of all students.
- Manage and coordinate the work of tutors in supporting their groups through all aspects of the post-16 transition process.
- Manage and lead the contribution of all appropriate staff through all aspects of the post-16 transition process.
- Line management of any dedicated careers education, information, advice and guidance.
- Liaise with Sheffield College and other post-16 providers over all matters related to post-16 transition.

- Organise and manage the post-16 careers evening, including liaison with outside visitors and arranging for guest speakers.
- Plan and coordinate the post-16 careers evening, communicating with all relevant parties to ensure the evening proceeds as planned.

## Off-Site courses and placements

- Collate all referrals and process these through the Alternate Provision Team. Attend meetings set up by the ECT and support celebration events.
- Work with the Pastoral Team to match students with appropriate off-site provision as and when required. Co-ordinate the monitoring and support of the students liaising with colleagues, parents and students as necessary.
- Manage and coordinate the provision and placement of students undertaking off-site courses. Liaise with providers on a regular basis and support students' work where needed.
- Liaise with parents and providers to arrange student induction days prior to starting placements.
- Continually monitor attendance, keeping all relevant school staff informed of any absence and actively liaise with parents/carers and appropriate colleagues to investigate and address any issues relating to attendance and punctuality. Manage data collection for all students off-site, in line with school policy. Communicate any problems to parents and appropriate staff and send out student reviews relating to progress.
- Contribute to the Health & Safety of students and other staff, in accordance with Health & Safety regulations and college/provider policy.

## Work experience

- Manage and administer the school's work experience programme, including all initial communication to parents, students and staff through presentation during assembly, an evening for parents and additional health and safety preparation.
- Attend meetings of work experience co-ordinators to update on policy and practice.
- Organise and distribute all paperwork, including parent booklet, student work experience diary and all forms for completion by parents and work experience providers. Secure and manage any support staff team contribution.
- Ensure all relevant paperwork is completed at the appropriate time, including the provision of job descriptions and health and safety information to parents.
- Support students and parents in finding companies willing to provide appropriate work experience placements.
- Liaise and communicate with Sheffield College, work experience providers, parents and students.
- Organise staff visits to students whilst they are undertaking their work experience.
- Monitor all student placements during work experience and liaise with relevant staff, students, parents and companies to address any issues that arise.
- Issue employers' reports to all companies for completion and return for inclusion in students' Progress Files.

## Higher Education Providers

- Take responsibility for Higher Education co-ordination within the school and manage any budget set aside for this purpose.
- Liaise with all relevant staff to identify the Higher Education cohorts in years 9 –11.
- Organise and/or support any enrichment activities, University visits, summer schools etc.
- To attend Higher Education co-ordinators' meetings and provide evidence of activity on request.
- Work with teaching staff, particularly middle leaders to ensure that Higher Education Aims, objectives and strategies are incorporated in teaching and learning programmes to meet the needs of the Higher Education cohorts.
- To monitor the involvement, response and performance of cohort students and to liaise with relevant staff to provide evaluative reports as required e.g. the Higher Education Tracker, the MIS/Data Manager and Examinations Officer.
- To work with appropriate staff in devising and supporting intervention strategies including liaison with parents and carers.

## Support for school (role specific)

- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Take an active part in all key school events such as open evenings etc
- Assist with the clerical duties required from time to time and as appropriate to your role
- Ensure display boards and leaflet displays, etc are kept up to date and in good order as appropriate and required

## Support for the Trust / School (applies to all roles)

- 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
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Take an active part in all key school events such as open evenings etc.
- From time to time, to meet the needs of the school, you may be asked but not automatically expected to work hours additional to your normal working hours. The school will give you as much notice as possible and you will be paid/recompensed for such work. Examples where this might be required are for example; relevant key school events such as Open Evenings, exam results days, trips, clubs, training etc.
- Assist with the clerical duties of the administration team as required from time to time and as appropriate to your role
- Contribute to the overall ethos/work/aims of the Trust/school

- Participate in relevant training, other learning activities and performance management as required
- Ensure display boards and leaflet displays, etc. are kept up to date and in good order as appropriate and required
- To undertake any other duties and responsibilities, commensurate with the level of the post, as may be determined after negotiation between management, the postholder and appropriate trade unions
- Team responsibilities – All support staff are considered part of the overall support team and may be required to provide assistance to colleagues in other areas from time to time commensurate with the role, skillset and grade.

### **Changes to these duties**

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.

The job description and allocation of particular responsibilities will be kept under review and may be amended via consultation with individuals, the Governing Body or Board of Trustees and/or Senior leadership team as required. Trade Union representation will be welcomed in any such discussions.

# Person Specification

**Job title: Work Related Learning Advisor**

<b>REQUIREMENTS</b>	<b>Essential</b>	<b>Desirable</b>	<b>Assessment method</b> A = application I = interview R = reference
<b>Experience</b>			
Experience of working in a school or similar establishment		✓	A
Experience of leading and coordinating CEIAG programmes meeting quality assurance standards and requirements.	✓		A/I
Experience of working with employers and post-16 education and training providers.	✓		A
Familiarity with, and understanding of, KS4 qualifications and especially the work-related curriculum.	✓		A/I
<b>Qualifications</b>			
Good level of literacy and numeracy eg GCSE Maths and English or comparable qualifications or experience	✓		A
<b>Knowledge and Skills</b>			
Knowledge and understanding of the different requirements of post-16 education and training providers and employers.	✓		A/I
Good communication skills and the ability to build and form good relationships with students, colleagues and external agencies	✓		A/I
Knowledge of effective intervention strategies used to raise attainment of underperforming students; to include individuals and groups of students.	✓		A/I
Confident use of office software and ICT.	✓		A
Ability to use own initiative to work flexibly and respond positively to a range of situations.	✓		A/I
Excellent organisation skills and the ability to work to tight deadlines and prioritise workloads.	✓		A/I/ Ref
Maintain strict confidentiality of information	✓		A/I

<b>Personal Attributes</b>			
Confident and effective approach to working with young people	✓		A/I
Flexibility and willingness to support whole school as when required.	✓		A
Be able to work calmly under pressure	✓		A/I
To be a good role model	✓		A/I
To maintain a personal commitment to professional development linked to the competencies necessary to deliver the requirements of this post.	✓		I
<b>Child Protection</b>			
A commitment to the responsibility of safeguarding and promoting the welfare of young people	✓		A/I