

Recruitment Pack

Ellis Guilford School
CAREERS LEADER



ELLIS
GUILFORD
SCHOOL
*Creative
Education
Trust*

Dear Colleague



Thank you for your interest in the vacancy for Careers Leader at Ellis Guilford School.

I joined Ellis Guilford School as Principal in January 2019. It is a great honour and privilege to be asked to lead a school of nearly 1400 young people. We are undergoing a period of change over the next two to three years to ensure that, once again, Ellis Guilford is a school

that the local community can be very proud of.

Central to this improvement is the development of staff skills to meet the demands of the 21st Century curriculum. I consider the next few years will be an exciting time for all the staff and students here. We are looking for people to join us who are committed to making a difference to the lives of young people, many of whom come from disadvantaged backgrounds. They deserve our support and encouragement and the reward for staff when they witness the changes that can be made are immense.

If you are passionate about changing the lives of young people we would like to hear from you.

Ellis Guilford became part of the Creative Education Trust (CET) in November 2018. CET has a strong record of educational improvement as well as providing a varied diet of curriculum and enrichment opportunities by introducing pupils to professionals who are the best in their specialist field whether it be composers, architects, designers or singers. By seeing the best, pupils are inspired and become ambitious to follow careers they may not have considered before.

Our aim is to prepare our pupils to be good citizens of the future and to have the ambition and courage to exceed. If you share our desire to change the lives of young people we would very much like to hear from you.

If you would like to discuss this role further, please contact our HR team on recruitment@ellisguilford.nottingham.sch.uk or 0115 913 1338.

Yours sincerely,

A handwritten signature in black ink that reads "D Powell".

David Powell

“The curriculum provides for pupils’ spiritual, moral, social and cultural development.”
Ofsted 2018

You can find out more at:
www.ellisguilfordschool.org.uk

ABOUT CREATIVE EDUCATION TRUST



Creative Education Trust inspires and enables young people to build successful lives on foundations of learning, resilience and employability. We believe that a rewarding educational experience and the highest possible qualifications are the best way to ensure social mobility for young people.

Creative Education Trust is a growing multi-academy trust educating over 13,000 children in England. It was established in 2010 to work in England's post-industrial cities and coastal towns: areas of economic disadvantage and with a history of academic underachievement. We transform these schools by integrating a knowledge-rich curriculum with skills and creativity.

Creative Education Trust defines creativity as the ability to find connections between the things we know and turn these connections into new ideas and action. The academic arts and the sciences, practical subjects and life skills all need this creativity, and creativity is valued highly by employers. Our staff and expert advisers use imaginative methods for linking knowledge across subject boundaries, fostering personal development and resilience and developing practical skills that prepare students for their transition to adult life and employment.

Our aims for our Students are to:

- ★ Raise their attainment in exams and tests through outstanding teaching
- ★ Make them intellectually curious with a sense of confidence
- ★ Increase their participation in HE, FE and apprenticeships
- ★ Ensure they have employable skills and attitudes
- ★ Create rounded individuals through a wide choice of co-curricular activities



We are achieving our aims through:

- ★ Educational rigour
- ★ Organisational effectiveness
- ★ Financial efficiency
- ★ Partnership & recognition of local identity
- ★ Respect for autonomous leadership
- ★ Quality not quantity
- ★ Promoting practical creativity

You can find out more at:
www.ellisguilfordschool.org.uk

ABOUT ELLIS GUILFORD SCHOOL



We are a mixed secondary school, catering for children between the ages of 11 and 16 years and located in Old Basford, Nottingham.

Since November 2018 we have been part of the Creative Education Trust. This has enabled the school to rigorously pursue rapid improvement for the children we teach.

The school boasts many facilities and we strive to provide an inclusive and expansive education for all of the children in our care.

Our on-site facilities include:

- Sports fields including 5-a-side football pitches;
- Multi-Use Games Area marked up for netball and football;
- Astro Turf perfect for football;
- Dance studio complete with sound system and mirrored wall;
- Hall complete with a stage;
- Interactive whiteboards in classrooms;
- Modern and open-plan library with wide range of reading materials



Summary of Ellis Guilford Schools Progress Scores in 2017/18:

- Progress 8 score: **-0.97**
- Attainment 8 score: **34.8%**
- Pupils entering EBacc: **23%**
- Staying in Education or entering employment: **97.8%**



To see full details of the school performance data please visit:

<https://www.compare-school-performance.service.gov.uk/school/146539/ellis-guilford-school>

SUPPORT FOR OUR STAFF

We are committed to providing our staff with the highest quality support and challenge to ensure that we excel and give our students the education they deserve.

Each of the Creative Education Trust's schools benefits from a comprehensive programme of support and challenge, including working with former HMIs.

Creative Education Trust places a strong emphasis on CPL for teachers and for senior and middle leaders. We run a regular programme of training events to improve teaching performance and also provide focused management development and one-to-one coaching opportunities. We have an active cross-trust group on the Teaching Leaders programme and use Future Leaders and Teach First extensively.

The school is supported by an experienced Head Office team, who are available to advise on financial planning, audit, HR, legal and property matters either directly or by referral to our professional advisors.



You can find out more at:
www.ellisguilfordschool.org.uk

CAREERS LEADER JOB DESCRIPTION

LOCATION

Ellis Guilford School, Nottingham

SALARY

Grade F (Points 20 – 24) £25,295 - £27,905 (pro rata)

THE ROLE

To design, implement and evaluate the whole-school Careers and Employability Strategy. Responsible and accountable for the delivery of the school's programme of career education, information, advice and guidance. To make sure that the school meets the Gatsby Benchmarks by the end of 2020 and beyond.

REPORTING LINES

The post will report to the Assistant Principal (AP) with responsibility for CEIAG.

LEADERSHIP – SUPPORT THE AP IN:

- Leading the team of teachers, administrators, external partners and others who deliver career guidance.
- Advising the senior leadership team on policy, strategy and resources for career guidance and showing how they meet the Gatsby Benchmarks.
- Reporting to senior leaders and governors.
- Reviewing and evaluating career guidance and providing information for school development planning, Ofsted and other purposes.
- Preparing and implementing a career guidance development plan and ensuring that details of the careers programme are published on the school's website.
- Understanding the implications of a changing education landscape for career guidance, e.g. technical education reform.
- Preparing challenge day activities.
- Ensuring compliance with the legal requirements to provide independent career guidance and give access to providers of technical education or apprenticeships, to pupils in schools, including the publication of the policy statement of provider access on their website.

MANAGEMENT

- Planning the programme of activity in career guidance.
- Briefing and supporting teachers involved in career guidance.
- Monitoring delivery of career guidance across the eight Gatsby Benchmarks, using the Compass evaluation tool.
- Supporting tutors, providing initial information and advice.
- Managing the work of others e.g. Careers Advisers, administrative and other staff involved in the delivery of career guidance.
- Monitoring access to, and take up of, guidance.
- Ensuring colleges and apprenticeship providers have access to the school to share opportunities with all pupils.
- Managing the careers budget as appropriate.
- Managing their own CPD and supporting the ongoing CPD of colleagues in the careers team.

COORDINATION

- Managing the provision of career and labour market information.
- Managing the careers section of the school's website, ensuring information is accurate and up to date.
- Liaising with tutors, mentors, SENCO and heads of year to identify pupils needing guidance.
- Referring pupils to Careers Advisers.
- Coordinating encounters with employers and work experience.
- Communicating with pupils and their parents.

You can find out more at:

www.ellisguilfordschool.org.uk

NETWORKING

- Establishing and developing links with FE colleges, apprenticeship providers, University Technical Colleges and universities.
- Establishing and developing links with employers.
- Negotiating a service level agreement with the local authority as appropriate.
- Commissioning career guidance services where appropriate.
- Managing links with the LEP and other external organisations.
- Securing funding for careers related projects.
- Building a network of alumni who can help with the career guidance programme and providing accurate data on student destinations for 3 years after leaving school.

GENERAL RESPONSIBILITIES

- Work co-operatively with other support and teaching staff.
- Comply with Creative Education Trust policies.
- Carry out any such duties as may be reasonably required by the Creative Education Trust.
- To comply with the Academy's procedures concerning safeguarding and to ensure that training is accessed.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post. The duties may be varied to meet the changing demands of the Trust at the reasonable discretion of the Principal.

You can find out more at:
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CAREERS LEADER

PERSON SPECIFICATION

	Essential	Desirable
Qualifications & Training	<ul style="list-style-type: none"> • Further/Higher Education/Level 6 – degree level • Further In-Service Staff Development and Training 	
Experience	<ul style="list-style-type: none"> • Office and administration experience (at least two years' experience in senior administrative role) • Work within schools or with young people in an advisory role • Leadership and Management Experience 	
Personal Skills	<ul style="list-style-type: none"> • Organisational and administrative skills • Interpersonal skills • Coaching and mentoring skills • Good range of IT skills particularly databases and spreadsheets • Ability to manage, and prioritise extensive workload • Awareness and understanding of SEN • Excellent written and oral communication skills, giving and receiving information effectively and an ability to confidentially and articulately communicate with internal staff and external organisations • Ability to lead and work as a member of a team, cooperating enthusiastically with others in order to deliver on agreed objectives • Ability to establish and develop good customer-focused working relationships 	

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Personal Qualities	<ul style="list-style-type: none"> • Confidence and independence • Commitment to Equal Opportunities • Enjoy working with young people • Willingness to act as a mentor • Ability to network • Will contribute to extra-curricular activities • Confidence and ability to cold-call employers • Able to prioritise workload • Have a warm, open and outgoing personality and relate well to a wide range of people from different backgrounds and cultures 	
Equal Opportunities	<ul style="list-style-type: none"> • Commitment to inclusion and diversity. 	

Creative Education Trust is committed to safeguarding and promoting the welfare of our children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to undertake relevant safeguarding checks in line with Government safer recruitment guidelines.

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