

# Careers, Work Experience and Enrichment Co-ordinator



Oasis  
Academy:  
Hadley

Oasis  
Academy:  
Enfield

Dear Applicant,

Thank you for your enquiry regarding the position of **Careers, Work Experience and Enrichment Co-ordinator** at Oasis Academy Enfield and Oasis Academy Hadley.

I hope you find the information pack helpful. If you would like to apply, please complete the Application Form and Equal Opportunities monitoring (CVs are not accepted) and return it to Salma Begum, PD Officer, by either of the following ways:

Email: [Enfield.HR@oasisenfield.org](mailto:Enfield.HR@oasisenfield.org)

Post: Salma Begum  
PD Officer  
Oasis Academy Enfield  
9 Kinetic Crescent  
Innova Park  
Mollison Avenue  
Enfield  
EN3 7XH

If you would like to discuss the post please contact Salma on 01992 655 424 or [Enfield.HR@Oasisenfield.org](mailto:Enfield.HR@Oasisenfield.org)

The closing deadline for applications is no later than **8am on Monday 11<sup>th</sup> November 2019**.

Please ensure you provide the name, address and status of two referees, one of whom should be your current Line Manager. Candidates should be aware we will seek references on shortlisted candidates and may approach previous employers for information to verify particular experience or qualifications before interview.

Interviews will be on **Thursday 14<sup>th</sup> November 2019**. If you have not been invited to attend by **Wednesday 13<sup>th</sup> November 2019** you should assume that your application has not been successful. Unfortunately, we will not be able to provide feedback on your application at this stage.

If you would like to know more about us before you apply please see our website [www.oasisacademyhadley.org](http://www.oasisacademyhadley.org), or [www.oasisacademyenfield.org](http://www.oasisacademyenfield.org) if you are not clear about any aspect of the application procedure, do not hesitate to contact us for clarification.

I wish you well and thank you once again for your interest in what we think will be a rewarding post.

Yours sincerely,



Lynne Dawes  
Executive Principal  
Oasis Academy Enfield and Oasis Academy Hadley

# About Oasis Academy Enfield and Oasis Academy Hadley

## About Oasis Academy Enfield

Oasis Academy Enfield opened in September 2007 as a new academy. Initially a group of portacabins and a pioneering spirit, the Academy moved into its £30 million purpose-built accommodation two years later on Innova Business Park, 10 minutes walk from Enfield Lock Station.

The Academy has enjoyed considerable success in its 10 year History. In June 2018 Ofsted judged that the school continues to be good. We provide students with high quality teaching, which not only enables them to make the best possible progress and achieve the highest grades, but also equips them with the skills, behaviour and character, which will help them be successful and make a positive contribution to their community.

## About Oasis Academy Hadley

Oasis Academy Hadley opened in September 2009 and in January 2013 moved to our new, state of the art building, on South Street, Ponders End, EN3 4PX, a two minute walk from Ponders End train station.

The Academy has been very successful since it opened. In 2016 the Ofsted Inspection judged the Academy to be good in all areas. The popularity of the Academy has increased year on year and we are now the school of choice for our local families and is over-subscribed in many year groups. The Sixth Form is the first choice for our Year 11 students and has become increasingly popular with external students from local schools.

The percentage of students achieving the best grades at both GCSE and A Level has risen significantly over the years. Students also make good progress across primary phase. We began Phase 1, our primary section, in September 2010, and the Nursery opened when we moved to the new site. We now have a very successful 2 and 3 year old Nursery with full day care.

## Joint Sixth Form

The Sixth Forms work in partnership with the two academies just under two miles away. The joint Sixth Form offer enables us to offer a wide range of courses and the highest standard of teaching and enrichment activities. Students travel by minibus between the two academies. We want all our students to gain the qualifications that enable them to move onto college, work, apprenticeships or university. Around 95% of our sixth form students progress to university with two thirds going to Russell Group or top third and other leading universities following a wide range of courses from English, history to engineering, psychology and law.

# About the role of Careers, Work Experience and Enrichment Co-ordinator

We are seeking an enthusiastic advisor to support our students in making the best choices about their future. This is an exciting opportunity for the right person with the skills, knowledge and experience to help students make positive decisions about their futures. You will work with our students in both academies enabling them to be aspirational and help them access information and guidance so making a difference to their lives at a critical time in their education.

You will be based in the Sixth Area in Hadley for 3 days and Enfield 2 days a week. You will work closely with our Joint Assistant Principal for Sixth Form and the Heads of Sixth Form in each academy. You will at times be required to accompany students to off-site events. These could be in the evening. You will also be expected to be present on GCSE and A level results days in August.

You will work in partnership with our Careers Advisors ensuring that guidance and advice is given to our ambitious students. Our students have high aspirations and plan to go on to a top university. We work with TalentEd and the Access project to provide our students with a wide range of opportunities.

You will also have the knowledge and skills to work with those who have barriers to fulfilling their potential and ensure that all students have realistic plans post 16 and go on to further education, employment or training opportunities.

You will work with a committed team of careers advisors and staff within the academies to organise a comprehensive programme which will include:

- Organising work experience for year 12
- Building links with business partners
- Organising Careers fairs which introduce a wide range of careers to students
- Organising careers interviews for students in years 10, 11 and the sixth form
- Liaising with the project co-ordinators for TalentEd and the Access Project

If you can inspire young people, are passionate about careers guidance and advice and prepared to go the extra mile we would welcome an application from you.





# Job Description

## **POST:**

Careers, Work Experience and Enrichment Co-ordinator

## **ACCOUNTABLE TO:**

Executive Principal, under the day to day management and leadership of a member of the Strategic Academy Leadership Team

## **Salary:**

SCP SO1 (Outer London) 22 – 26 + Local Government Pension Scheme

£26,094 - £28,152 (actual)

## **KEY RELATIONSHIPS:**

Executive Principal, Principal, Academy Leadership Team, Academy students, relevant teaching and support staff.

## **LOCATION:**

Oasis Academy Enfield and Oasis Academy Hadley

## **WORKING PATTERN:**

37 hours per week x 41 weeks (term time plus 10 days, some flexible working will be required)

## **DISCLOSURE LEVEL:**

Enhanced DBS

## **JOB PURPOSE:**

To oversee, monitor, analyse and strategically plan the development of enrichment programmes to ensure students have access to a wide range of opportunities.

## **RESPONSIBILITIES:**

1. To plan, develop and implement an enrichment programme for Year 10, 11 and Sixth Form students
2. To co-ordinate the Careers Advisory service offered to our students via Enfield Careers Service.
3. To organise work experience placements for students.
4. To contribute to the promotion of the general progress and well-being of students and staff within the Academy.

## **DUTIES**

### *1. Strategic Development and Academy Development*

- Responsible, as a member of staff, for promoting and developing a positive culture and to ensure diversity within the Academy community is recognised and respected.
- Contribute to the development of the Academy's vision, values and aims and to abide by agreed professional behaviours and attitudes.

### *2. Enrichment*

- Manage the Oasis Sixth Form enrichment calendar
- Organise assemblies, lead events and develop inspiring opportunities to encourage learners to aspire to university and to educate students on careers opportunities.
- Organise the weekly Sixth Form Enrichment programme that take place for one hour a week in each Academy.
- Coordinate enrichment programmes and relationships with outside providers such as but not limited to The Access Project, The Brokerage and Speakers for Schools
- Coordinate the University Summer School application process to ensure that 50% of Y12 gain a place.
- Coordinate The Elephant Group programme, to attend meetings and track student progress.
- Communicate effectively with students to ensure enrichment opportunities are well publicised and well attended.
- Organise subject specific extra circular activities that enhance learning outside the classroom.
- Produce weekly bulletins for enrichment opportunities
- Organise university taster day, master classes, open day visits for sixth form students.
- Track and monitor attendance, intervening to ensure all students have access to at least six opportunities a year.

### *3. Careers Guidance*

- Co-ordinate the development of effective and continually improving careers education, careers information and careers guidance for students in liaison with the Academy Leadership lead for careers
- Co-ordinate the Careers Advisory service offered to our students via Enfield Careers Service.
- Cascade careers and work experience information to all teachers
- Assist Y12 students in making informed choices for Further/Higher Education/Employment progression routes.
- Prepare students for interviews and work experience through CV and Application letters and other job seeking skills
- Prepare destinations reports for year 11 and year 13 leavers in liaison with the Careers Lead for publication on the website
- Attend A level and GCSE results day and support the Sixth Form recruitment process
- Develop and maintain careers pages on Academy website
- Display careers information around the Academy including resources created by the students themselves.
- Promote the use of careers information including software and websites

### *4. UCAS*

- Advise and assist students on accessing advice and guidance to enable them to make informed choices about post-18 education options
- Lead the UCAS and Apprenticeships process for students and staff
- Assist with the writing of the Y13 personal statements by running workshops and meeting every Y13 student for a meeting.
- Lead the Academy Oxbridge Programme to ensure all students apply to Oxford and Cambridge University are supported in their application, admissions tests and interview. To lead workshops and one to one interviews and meetings.

### *1. Supporting Academic Progress*

- Engage with students, conducting interviews and implementing intervention strategies with underperforming students to include setting up individual action plans and monitoring student performance.
- Contribute to and develop high quality academic mentoring within the Sixth Form and evaluate its impact and to assist the Heads of Sixth Form in conducting study skills intervention
- Organise in school and after school clubs to support student learning in academic subjects and vocational courses.

### *2. Networking*

- Set up and an alumni network, maintain communication with the network and organise alumni events
- Communicate a half termly sixth form newsletter publicizing sixth form enrichment.
- Maintain the Oasis Sixth Form Twitter account
- Maintain the Oasis Sixth Form online blog.

### 3. *Work experience*

- Effectively manage and implement the work experience programme for Year 12 students at Oasis Academy Hadley and Oasis Academy Enfield and provide information in accordance with statutory requirements and ensure that all student take up high quality placements.
- Ensure all health and safety regulations and risk assessments are met, with regards to students and their work experience placements.
- Provide comprehensive information to students regarding work experience; this will include creating documentation on a regular basis and, when appropriate, have one-to-one contact with parents and employers to ensure placement details are confirmed.
- Provide and collate all the necessary documentation to employers, parents and students with regards to data protection, health and safety, job descriptions, and where appropriate pupil medical details. Maintain a detailed database with full contact information of all placements arranged.
- Ensure that vulnerable students are placed in the most suitable environment and the placements regularly monitored.
- Coordinate corporate work experience and work shadowing programmes that take place outside the allocated two week period.
- Raise awareness of the work experience programme across the staff
- Arrange for all staff visits to made whilst students are out of school participating in work experience. Monitor feedback and deal immediately with any issues arising.
- Be available as first point of contact for employers, pupils and parents during the work experience programme.
- Set up the work experience debriefing sessions, the success of the programme alongside our Careers advisor from Enfield Careers Service

The person undertaking this role is expected to work within the policies, ethos and aims of the Academy and to carry out such other duties as may reasonably be assigned by the Principal. The post holder will be expected to have an agreed flexible working pattern to ensure that all relevant functions, including extra-curricular activities, are fulfilled through direct dialogue with employees, contractors and community members.

The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment.

The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.

The post holder will be subject to performance objectives agreed annually with the relevant body and these objectives will be reviewed annually.

# Person Specification – Careers, Work Experience and Enrichment Co-ordinator

|   | Essential   | Desirable   |
|---|---|---|
| <b>Qualifications</b>                   | <ul style="list-style-type: none"> <li>Degree</li> </ul>  | <ul style="list-style-type: none"> <li>Post graduate study</li> </ul>   |
| <b>Experience, Skills and knowledge</b> | <ul style="list-style-type: none"> <li>Knowledge of good practice of working with post-16 students</li> <li>Ability to use data effectively to set targets and raise achievement</li> <li>Ability to provide appropriate challenge and support for students</li> <li>Knowledge of behaviour management strategies and a proven ability to maintain good discipline</li> <li>Understanding of the practical application of Equal Opportunities in an Academy context</li> <li>Ability to converse at ease with parents and students and members of the public and provide advice in accurate spoken English</li> </ul> | <ul style="list-style-type: none"> <li>Relevant experience of working in school or academy setting</li> <li>Knowledge of learning programmes and/or work based and activity based learning</li> </ul> |
| <b>Personal Qualities</b>               | <ul style="list-style-type: none"> <li>Ability to work independently and as part of a team</li> <li>Ability to interpret and follow procedures</li> <li>Ability to maintain confidentiality</li> <li>Ability to reflect</li> <li>Ability to form and maintain appropriate relationships and personal boundaries with children</li> <li>Emotional resilience in working in a range of challenging situations</li> <li>Have a willingness to demonstrate commitment to the values and behaviours which flow from the Oasis ethos</li> </ul>   |   |



## **Explanatory Notes**

Applications will only be accepted from candidates completing the enclosed Application Form. Please complete ALL Sections of the Application Form which are relevant to you as clearly and fully as possible. CVs will not be accepted in place of a completed Application Form.

### **Safeguarding Children & Young People**

We are committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced Disclosure and Barring checks

1. Candidates should be aware that all posts in Oasis Community Learning involve some degree of responsibility for safeguarding children and young people, although the extent of that responsibility will vary depending on the nature of the post. Please see the job description enclosed in this Application Pack for further details.
2. Accordingly this post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as "spent" must be declared.
3. If you are currently working with children, on either a paid or voluntary basis, your current employer will be asked about disciplinary offences, including those related to children or young people (whether the disciplinary sanction is current or time-expired), and whether you have been the subject of any child protection allegations or concerns and if so the outcome of any investigation or disciplinary proceedings. If you are not currently working with children, but have done in the past, that previous employer will be asked about these issues.
4. Where neither your current or previous employment has involved working with children, your current employer will be asked about your suitability to work with children, although it may where appropriate be answered not applicable if your duties have not brought you into contact with children or young people.

### **Interview Process**

After the closing date, short listing will be conducted by a Panel, who will match your skills/ experience against the criteria in the Person Specification. You will be selected for interview entirely on the contents of your application form, so please read the Job Description and Person Specification carefully before you complete your form.

All candidates invited to interview must bring the following documents:

- Documentary evidence of right to work in the UK
- Documentary evidence of identity that will satisfy Disclosure and Barring check requirements such as a current driving licence including a photograph and/or a passport and/or a full birth certificate
- Documentary proof of current name and address (i.e. utility bill, financial statement etc.)
- Where appropriate any documentation evidencing a change of name
- Documents confirming any educational or professional qualifications that are necessary or relevant for the post.

Please note that originals of the above are necessary. Photocopies or certified copies are not sufficient.

We will seek references on shortlisted candidates for Academy based positions and may approach previous employers for information to verify particular experience or qualifications before interview. Any relevant issues arising from references will be taken up at interview.

For Academy based positions, in addition to candidates' ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children, including:

- Motivation to work with children and young people
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people
- Emotional resilience in working with challenging behaviours
- Attitudes to use of authority and maintaining discipline.

### **Conditional Offer: Pre-Employment Checks**

Any offer to a successful candidate will be conditional upon: -

- Verification of right to work in the UK
- Receipt of at least two satisfactory references (if these have not already been received)
- Verification of identity and qualifications
- Vetting and Barring Checks
- Satisfactory Disclosure and Barring check
- Verification of professional status such as QTS Status, NPQH (where required)
- Satisfactory completion of a Health Assessment
- Satisfactory completion of the probationary period.
- Where the successful candidate has worked or been resident overseas in the previous five years, such checks and confirmations as may be required in accordance with statutory guidance

### ***For teaching posts***

- Verification of successful completion of statutory induction period (applies to those who obtained QTS after 7 May 1999)
- Verification of medical fitness in accordance with DFE Circular 4/99 Physical and Mental Fitness to Teach of Teachers and Entrants to Initial Teacher Training

You should be aware that provision of false information is an offence and could result in your application being rejected or summary dismissal if you have been selected, as well as possible referral to the police and/or ISA and/or other relevant investigating bodies.