



**Launceston College  
Multi Academy Trust**



# Applicant Pack

## Aspiration & Careers Leader

<b>Job Title:</b> Aspiration and Careers Leader	<b>Start date:</b> As soon as possible
<b>School base:</b> Bideford College	<b>Contract type:</b> 8.45 – 3pm (6 hrs 15 mins) or part time available, (1/2 hour unpaid break), term time only
<b>Closing Date:</b> Monday 6 <sup>th</sup> June 2022, 9am	<b>Salary:</b> Grade D DoE, £10.88 - £12.17, (£21,000 - £23,480 FTE), Actual Salary £14,671 - £16,403
<b>Interviews on:</b> Friday 10 <sup>th</sup> June 2022	<b>Contract term:</b> Permanent

## Our Trust

Bideford College is part of the Launceston College Multi Academy Trust (Trust) alongside Altarnun Primary, Atlantic Academy, Egloskerry Primary, Launceston College and Launceston Primary School.

Our vision is to develop adventurous and ambitious students, who have the character, resilience and self-awareness required to be successful, whatever their background or circumstances. We seek to teach and support them to be responsible as well as happy and successful young people by learning the knowledge, skills and values that are essential for society.

We have exceptionally high aspirations for our students and seek to support them no matter what their background or circumstances.

We offer a distinctively broad, personalised, and academically rigorous curriculum across our primary and secondary schools, and aspire to the highest standards of teaching and learning.

As a Trust we share information and best practices to ensure we focus on an excellent and sustainable 0-19 learning journey for children, with a strong focus on our school and Trust community.

The Trust offers expert guidance and advice to students to help them shape and achieve their future goals without limitation. We want to equip every student with the knowledge, skills and values they need to achieve the very best that they can.

**We seek applicants who are aligned to our vision and ethos and have the talent and passion to deliver that vision successfully. We support all our schools with our Trust-wide leadership and management, CPD, safeguarding, external networks, teaching and learning, school improvement, financial, administrative, estates and HR expertise.**



**We are looking for teaching and support staff who will deliver an exceptional education for the young people in our care.**

## Our College

Bideford College is a large 11 – 18 secondary school on the North Devon coast. It aims to ensure that all students, regardless of socio-economic background can successfully move on to their next step in education or employment with the skills and qualifications they need. We do this through a broad and balanced curriculum and co-curricular offer which enables students to develop resilience, knowledge and contribute positively to the local and global community. We are committed to driving up standards, insisting on high expectations and raising the aspirations of our students.



We are proud of the broad and balanced curriculum that we offer our students in both the main school and in the sixth form. It offers the potential to develop a range of academic and vocational skills that prepares young people for careers in the 21st century. This is underpinned by a wealth of extra-curricular opportunities that nurtures the development of sporting, artistic and technical talents that sees our students succeed at a local, national and international level.

Bideford College is a caring community and we are proud of the inclusive school climate that has been created through the positive relationships developed between students and staff. We want our students to feel safe in the learning culture that exists in the classrooms of the college.

We will offer:

- A modern, well equipped college with outstanding facilities.
- A large team of dedicated and committed staff.
- A Trust culture which seeks to be fair, developmental, and supportive of staff and pupils.
- Opportunities to access professional development to ensure success in the role.
- An employee assistance programme.
- A cycle to work scheme.
- A focus on staff wellbeing.
- Generous pension and holidays.
- A large network across the primary and secondary settings.
- Attractive pay and opportunities to develop skills across the Trust.
- Support from cross Trust systems and school improvement leaders.



We are seeking to appoint an **Aspiration and Careers Leader**.

**Supervisory Responsibility for:** None

**Important Functional Relationships:** Internal: Principal, Assistant Principal, teaching staff, student support assistant, pupil premium co-ordinator, admin team, and students

External: Parents, Local Authorities, Local businesses and employers, local universities and colleges, and recruitment agencies

**Main Purpose of Job:**

To provide a thorough, personalised career service throughout Bideford College to improve the aspirations of our students. To provide engaging, up to date advice, guidance and support on all post-16 choices, including vocational courses, A-Levels, apprenticeships and university options.

**Duties and Responsibilities:**

- Produce engaging careers lessons for our team of tutors to use to improve our students' understandings of careers
- Organise workshops & guest speakers for pupils that prepares them for their future careers
- Actively promote the careers service in-house at open evenings, presentation days, assemblies and parents' evenings.
- Develop incentives and initiatives which actively encourage pupils to sign up to the College's career service.
- Show an awareness of pupils' preferences and which pathway(s) would be most appropriate and provide a wide range of career options for pupils before refining their choices.
- Staying up-to-date with relevant CPD and developments in the CEG sector.
- Monitor and evaluate the effectiveness of the careers guidance at Bideford College and encourage the training of College staff to promote careers guidance to their pupils.
- Ensure staff have the necessary information required for providing pupils with the support, leadership and motivation needed for when they consider their post-16 pathways.
- Attend and represent the College at local careers education guidance (CEG) meetings, coordinating the work of the College and other local Colleges wherever possible.
- Attend regular meetings with an Assistant Principal, representing key views and ideas of CEG, ensuring that the Principal is kept well informed of critical developments.

- Consult with the staff regularly to create aspirational, yet achievable, aims for pupils in Key Stage 4
- Create a successful careers service which effectively places pupils in the most suitable pathways for them.
- Promote a multitude of opportunities to reach a wider pupil base, via the connections made with external sources.
- Provide an open-door service once a week for pupils, to drop in and discuss their options with the career's advisor.
- Arrange meetings with pupils, providing them with information that will support them in their next steps.
- Offer services to past pupils for up to a year after their departure from compulsory education.
- Ensure that opportunities are suitable for a wide variety of people, including pupils with special educational needs and disabilities (SEND), minorities and pupils at risk of not participating in a post-16 pathway.
- Develop a network of specialist partners to provide guidance on specific careers and other post-16 pathways.
- Organise work experience and work place visit days with external agencies and organise tailored open days for pupils at universities and colleges.
- Work with the college safeguarding team to identify vulnerable young people, including pupils with (SEND), and those at risk of not following a post-16 pathway, and identify ways in which these pupils can be supported.
- Work with our Pupil Premium coordinator to offer additional support to students in receipt of this grant.
- To be aware of and work in accordance with the College's child protection policies and procedures and to raise any concerns related to such procedures which may be noted during the course of duty.
- To undertake other duties appropriate to the grading of the post as required.



## Person Specification:

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
<b>Relevant Experience</b>	<p>Knowledge of issues relating to learning and employment.</p> <p>Good knowledge of employment, training and personal development opportunities that are available.</p> <p>Recent experience of working with students in a related field, ideally determining need and supporting.</p>		Application form/interview
<b>Education &amp; Training</b>	<p>Attainment of five GCSE's grade C/ NVQ level 2 or above in English &amp; Maths (or able to demonstrate equivalent levels of numeracy &amp; literacy).</p> <p>Educated to Level 3 (A level or equivalent).</p> <p>Relevant careers qualification, such as Level 6 Information, Advice and Guidance or a willingness to work towards this</p>	Relevant careers qualification, such as Level 6 Information, Advice and Guidance or willing to work towards	Application form
<b>Special Knowledge &amp; Skills</b>	<p>Effective communication skills including written and verbal and be able to relate to a wide range of people and organisations.</p> <p>Excellent IT skills including all Microsoft Office software</p> <p>Ability to relate to and build effective working relationships with a range of stakeholders.</p> <p>Display an open mind and positive attitude to students and colleagues.</p>		Application form/ interview
<b>Any Additional Factors</b>	An interest in pupils, ability to relate well to children and adults.		Interview

	<p>Ability to meet deadlines and achieve targets and implement contingency plans where necessary.</p> <p>Displays an awareness, understanding and commitment to the protection and safeguarding of children and young people.</p> <p>Full UK driving licence and access to own transport.</p>		
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## To apply:

To apply for this job, please complete the application form: (provided in two formats below):  
*(Please note that for the Word application, you may have to download the file)*

[Word Application](#)

[PDF Application](#)

*We reserve the right to close this advert and interview and appoint earlier than the advertised closing date should there be a good response to the advert, so early applications are warmly invited.*

## Safeguarding Statement:

Launceston College Multi Academy Trust 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. All posts are subject to DBS clearance and appropriate pre-employment checks.