

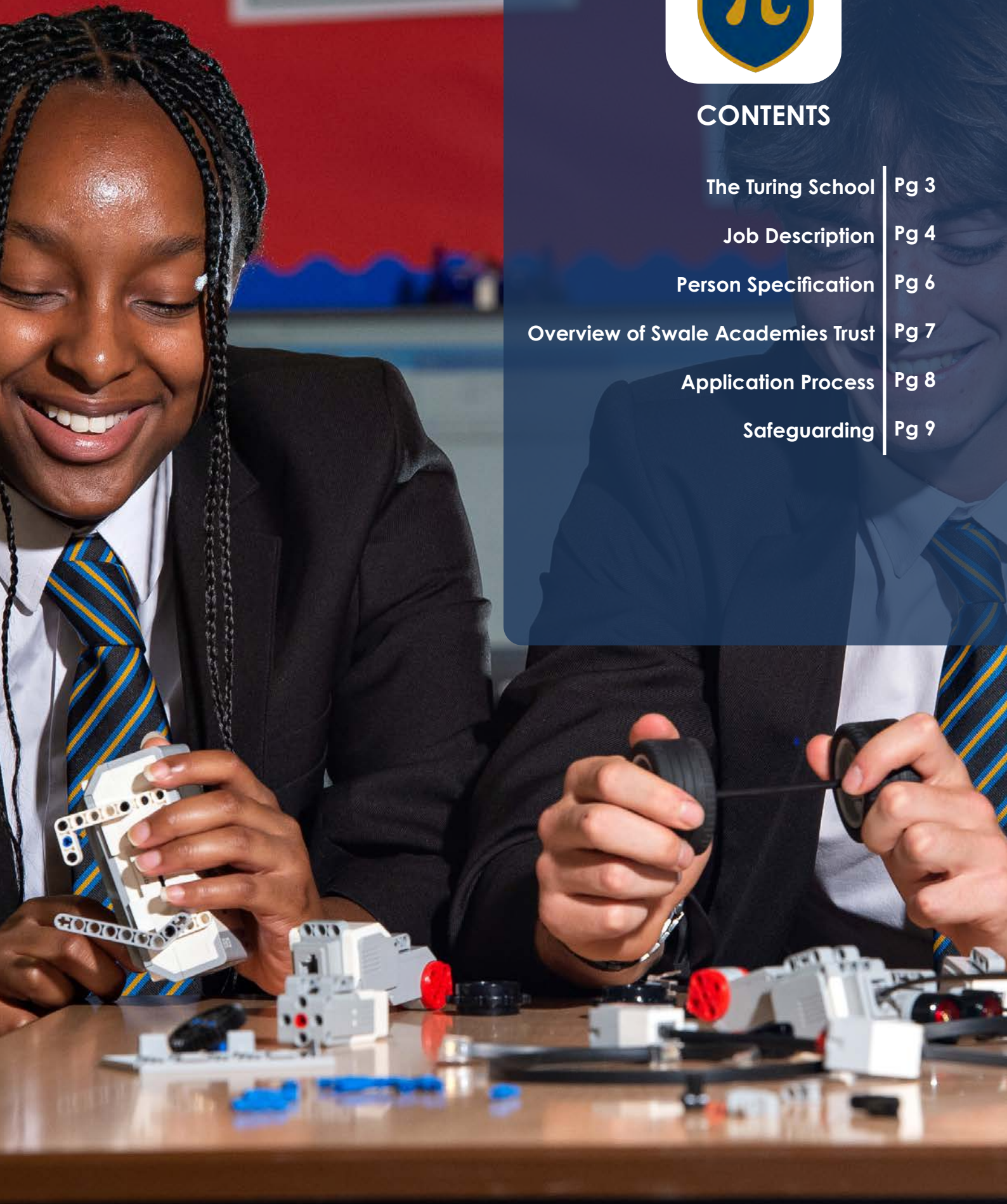
THE
TURING
SCHOOL

**Careers Advisor and Further
Education Champion**
INFORMATION



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Dear Applicant,

I am delighted that you are interested in becoming part of the team at The Turing School. The Turing School is a proudly comprehensive and fully inclusive school of approximately 540 students. There is a consistent approach to lesson planning, teaching and marking at the school and an explicit focus on differentiation and quality of work in books. At the heart of our vision for the school is a relentless drive to ensure that all pupils make good progress in every subject. Our curriculum is broad and balanced, offering courses to suit pupils of all abilities.

At The Turing School we are committed to securing excellence in learning and progress for all students through exciting and stimulating teaching, and a rich curriculum which encourages a love of learning. We want all students to have high expectations of themselves and to develop as enthusiastic, creative and positive young people who display good personal, social, emotional and spiritual development. At The Turing School, we know all of our pupils and take the time to support and guide them towards targets and goals that are realistic and personalised.

We promote self confidence and belief, supporting students to face the challenges future life brings, alongside an awareness and understanding of the values of our society and other cultures. We seek to celebrate our pupils' talents and skills at every opportunity and are proud of what we achieve together as a school community. To achieve our vision, we place the recruitment, retention and professional development of excellent teachers as a top priority.

Our modern, well equipped building has excellent facilities offering an inspiring modern learning environment, with well resourced classroom spaces. The Turing School is part of a multi-academy trust focused on school improvement, collaboration and continuous learning.

The Turing School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All posts are subject to an enhanced DBS check. As a school dedicated to the principle of equal opportunities, we aim to ensure that staff recruitment is fair and open to all regardless of age, social class, disability, religion, ethnic origin or sexual orientation within the context of a detailed person specification.

Kind regards



Sarah Doyle
Head of School



Liza Leung
Executive Headteacher

JOB DESCRIPTION



Job Title: Careers Advisor and HE Champion
Grade: SAT E
Responsible to: Headteacher / Head of School

Purpose:

- To provide professional career guidance services, including personal guidance interviews, in order to improve pupils' skills, knowledge and understanding for career planning and management.
- Planning, implementing and quality assuring a careers programme for the school; managing the delivery of career guidance; networking with external partners, including employers; coordinating the contributions of careers teachers, subject teachers and SENCO

Key Accountabilities

Personal Career Guidance

- To conduct client-focused, impartial, personal career guidance interviews with pupils across 2 Swale academy Trust secondary schools which challenge and support them to make informed, realistic and adaptable career decisions based on self and opportunity awareness, aspirations, motivation, confidence and approach to learning and which, if necessary, broaden their horizons.
- To link effectively with the National collaborative outreach programme (NCOP) to increase the proportion of students from disadvantaged backgrounds to enter Higher Education or other higher level educational qualifications across two SWALE Academy Trust secondary schools
- To generate and maintain client records electronically in support of personal guidance interviews, including a summary of agreed actions/action plan
- The management and administration of post-16 applications

Careers Information

- Use expert knowledge of careers information and labour market information and Intelligence to enable pupils to identify, access, interpret and utilise valid and current information that is relevant to them, including the appropriate use of information technology, e.g. social media and web-based information sources.
- To organise and lead careers fairs and other relevant activities in conjunction with the Careers Leader including booklets, employer talks, open evenings and student/parent interviews
- To support the Sphere Team in the delivery of careers programme
- To lead and facilitate Work Experience with organisation and support for students who are offered work experience at the end of Year 10, including liaising with employers and parents regarding the suitability of placements for particular students and advising on regulations
- Manage the careers section of the school's website.
- Advising the senior leadership team on policy, strategy and resources for career guidance and showing how they meet the Gatsby Benchmarks

JOB DESCRIPTION



Career Guidance Programmes

- To provide advice to the Careers Leader on the range of resources and the role of opportunity providers, other education, training and employment providers and relevant others e.g. Enterprise Coordinator/ Adviser in the development and delivery of the career guidance programme in school and the achievement of the Gatsby Benchmarks.
- To facilitate career-related learning activities in groups with pupils including employer workshops and assemblies
- Offer Information, Advice and Guidance at key events throughout the year, such as results days, recruitment evening, parents evening and options evenings.
- Monitoring delivery of career guidance across the eight Gatsby Benchmarks, using the Compass evaluation tool.
- To track the ongoing destinations of Year 11 and provide feedback and this information is used to improve the effectiveness of the school's careers programme

Networking, Consultancy and Advocacy

- To refer to specialist services including YES to support specific needs of pupils e.g. young people with SEND, those at significant risk of NEET. To have responsibility for the monitoring, evaluation and reporting of these interventions.
- To communicate with relevant external agencies and networks for the benefit of pupils and the enhancement of the career guidance programme. .
- To establish good working relationships with parents/carers and to involve them in their child's approach to college, apprenticeship or employment with training.
- Establish and develop links with FE colleges, apprenticeship providers and universities including the organisation of university and college visits
- Organise people from the world of work, including employers, colleges and universities, apprenticeships to inspire student's post-16. This should include an impact analysis.
- Securing funding for careers related projects.

Professionalism

- To abide by the relevant legislation, codes of professional practice, eg the CDI Code of Ethics and school policies.
- To abide by all measures to safeguard young people.
- To reflect on practice and engage in continuous professional development to further develop the skills and knowledge required for professional practice and to keep up to date with developments in the sector.

The duties / responsibilities of this post may vary from time to time according to the changing needs of the Trust services.

PERSON SPECIFICATION



	CRITERIA	ESSENTIAL/ DESIRABLE
Qualifications & Training	A good general standard of education, with Level 2 qualifications in English and Maths equivalent to GCSE grade C or above.	E
	Level 6 Diploma in Career Guidance and Development and registered with CDI	D
Experience	Experience of working in a busy environment, such as a school.	E
	Experience of working with young people.	E
	To have experience of some elements of the job description.	E
	Experience of working in school preferably with KS 3 or above, or in other child related roles.	D
Knowledge and Skills	Excellent communication skills, both written and verbal	E
	Ability to communicate effectively with a range of stakeholders, including students.	E
	To be able to relate to and empathise with 11-16 year olds.	E
	Firm, but fair and consistent approach in managing pupils.	E
	IT literate with a working knowledge of Microsoft Word, Excel, Google Docs and Sheets.	E
	Understanding of the issues surrounding the safeguarding of children and commitment to child welfare and safety.	E
	To have knowledge of the destination opportunities available to students aged 16-18.	D
	To have an understanding of how to build links with external agencies and the local community, with regard to students.	D
	An understanding of the specific needs of students who are more vulnerable or challenging.	D
Personal Qualities	Knowledge of the curriculum and awareness of the needs of students across the age range.	D
	The ability to work effectively and supportively as a member of the school team as well as under own initiative	E
	Ability to work collaboratively with partner schools in the Trust and beyond;	E
	Able to demonstrate a friendly disposition, whilst maintaining a professional approach.	E
	To be highly motivated and to have a flexible approach towards work and working hours;	E

OVERVIEW

Since its creation in September 2010, Swale Academies Trust has developed into one of the South East's leading Multi-Academy Trusts.

Our purpose is to develop good and outstanding schools and ensure the rapid improvement of schools with challenges.

As the Trust has grown and developed, we continue to ensure that effective school support and leadership is maintained. The Trust's approach to school improvement is based on a combination of CPD, capacity building and collaboration, with a relentless focus on teaching and pupil progress, in order to effect rapid and sustained improvements in outcomes for young people.

The Trust is an organisation which is driven by the belief that all children deserve a good quality education where they are seen as individuals and above all are exceptionally well cared for.

Swale Academies Trust – Schools

Primary

- Beaver Green Primary School, Ashford
- Istead Rise Primary School, Istead Rise
- James Dixon Primary School, Bromley
- Langney Primary Academy, Eastbourne
- Parkland Infant School, Eastbourne
- Parkland Junior School, Eastbourne
- Regis Manor Primary School, Sittingbourne
- Shinewater Primary School, Eastbourne
- South Borough Primary School, Maidstone
- Westlands Primary School, Sittingbourne



Secondary

- Meopham Secondary School, Meopham
- Peacehaven Community School, Eastbourne
- The Eastbourne Academy, Eastbourne
- The Holmesdale School, Snodland
- The North School, Ashford
- The Sittingbourne School, Sittingbourne
- The Turing School, Eastbourne
- The Whitstable School, Whitstable
- Westlands Secondary School, Sittingbourne



Central Support Services (based at Trust Head Office), Ashdown House, Sittingbourne

- Human Resource Team
- Finance Team
- ICT Team
- Building / Estate Management

The Application Process

Applications will only be accepted from candidates completing the appropriate application form. All sections of the form which are applicable to you must be completed as clearly and fully as possible.

Please note CVs will not be accepted in place of a completed application form.

Application forms can be found on swale.at website. Completed forms can be sent to gemma.sorrell-fleet@swale.at or by post to the following address:

Miss Gemma Sorrell-Fleet
The Turing School
Larkspur Drive,
Eastbourne
East Sussex
BN23 8EJ

The Shortlisting and Interview Process

After the closing date for this post a panel will conduct the shortlisting process. You will be selected for interview based entirely on the contents of your application form, it is therefore important that you fully read the Job Description and Person Specification prior to completing your form.

After the shortlisting process has been completed candidates who have been selected for interview will be informed, and provided with full details of the interview programme. If you have not heard from us within 10 working days of the closing date for this post, you have, on this occasion, unfortunately been unsuccessful.

All candidates who are invited to interview must bring the following original documents:

- Documentary evidence of right to work in the UK
- Visual identification which includes a photograph, usually a passport or driving licence
- Documentary proof of current name and address
- Where appropriate any documentation evidencing change of name
- Certificates of educational or professional qualifications that are necessary or relevant for the post

Conditional Offer

Any offer of employment will be conditional upon a number of formalities, including, but not restricted to the following:

- Verification of right to work in the UK
- Receipt of two satisfactory references
- Verification of identity checks and qualifications
- Satisfactory enhanced DBS check, as well as additional checks that may be appropriate if you have worked or been resident overseas in the previous five years
- Satisfactory pre-employment health clearance
- A check against the Teacher Service Register for any teaching prohibition or restriction orders where you are applying for a teaching role or if you have previously held a teaching role in past employment.

Safeguarding

Our Trust has robust safer recruitment procedures to help prevent unsuitable people from working with children.

Retention of information

All information is stored securely and any information supplied by unsuccessful candidates will be destroyed through the confidential waste system after six months from the date of the interview, in accordance with our retention of records procedure.

Privacy Notice

Please refer to the Trust's Privacy Notice for job applicants for information about how we use any personal data about them we hold.

This can be downloaded here: <https://www.swale.ac/page/?title=Privacy+Notice&pid=33>



SWALE ACADEMIES TRUST
ASHDOWN HOUSE
JOHNSON ROAD
SITTINGBOURNE, KENT
ME10 1JS
COMPANY NUMBER: 7344732