

# Recruitment Pack



Careers Advisor  
September 2021



School ready; Work ready; Life ready



## Contents

Horizon Community College: Our Vision .....	3
College Strategic Priorities .....	4
Core Values.....	5
Child Safeguarding Policy.....	6
Vacancy Details .....	7
Job Description .....	8
Employee Specification.....	10
Employee Benefits .....	12

## Horizon Community College: Our Vision

The economic, cultural and social landscape of Barnsley is changing. Opportunities in further education, higher education and professional roles are increasing; opportunities for individuals to shape their own career pathways are growing; opportunities for individuals to challenge traditional socio-economic patterns are multiplying.

At Horizon Community College, our responsibility is to prepare students for this reality. We want young people to leave the College well qualified and with a unique skill set that will enable them to stand out from the crowd. We want young people to be in possession of a passport of qualifications and employability skills that will enable them to pursue exciting careers, attend prestigious universities, complete dynamic apprenticeships and play leading roles in regenerating this area and beyond.

Our curriculum is tailored to the needs of and meets our ambition for each individual student. This is underpinned by the College's core values which help to prepare every student for a lifetime of success. Our Curriculum and Culture ambition:

- aims to **challenge every learner, in every lesson, every day**
- develops the character and skill set of all, through the belief that we are **'Positive Role Models'**
- ensures **opportunities for all** through our personal development and Careers and Enterprise programmes.

Successful education is also about working in close partnership with our families and the community to ensure our students succeed in each School year and are prepared for the next appropriate phase of their education. We work together to empower our students to believe that anything and everything is possible.

We heavily invest in the growth and development of our entire workforce, so they are also prepared for the next phase of their careers. We promote 'one team' working hard to support each other. We are focused on continued professional development for staff at every level.

We embed a curriculum and culture that results in Equity of Opportunity, Strong Community, High Expectations, Global Readiness and Kindness so that our students are School Ready; Work Ready; Life Ready.



**Claire Huddart**  
**Principal**

**We are delighted that you are applying for a role at Horizon Community College, and hope that this document will inform you about how we aim to provide the very best secondary education in Barnsley and beyond.**

# Vision Overview 2020-2025

## Vision

**School Ready; Work Ready; Life Ready**

## Ambition

Our Curriculum and Culture:

- aims to **challenge every learner, in every lesson, every day.**
- develops the character and skill set of all, through the belief that we are **Positive Role Models.**
- ensures that there are **opportunities for all** through our personal development and Careers and Enterprise programmes.

## Values

Tolerance Teamwork Kindness Respect Pride Engagement Questioning Independence Organisation Resilience

## Aims

**Equity of Opportunity**

To remove academic and social barriers and ensure equitable access to qualifications, programmes and wider opportunities in College.

**Global Readiness**

An ambitious curriculum that ensures students gain the knowledge, skills and cultural capital needed to graduate with options to be highly successful and make a positive contribution to the community and beyond.

**High Expectations**

Students are challenged and supported to reach their highest academic potential. An extensive personal development programme allows students to build character and resilience ensuring personal growth year on year.

**Strong Community**

Engage with our students, families, staff and community to cultivate a safe and welcoming College built on mutual respect and courtesy so all learners thrive. Students recognise risk and know how to stay safe.

**Culture of Kindness**

A culture of Kindness throughout the College, with caring and culturally proficient, tolerant students and staff.



# CORE VALUES

## At Horizon Community College

<p><b>PRIDE</b></p> <p>Wear full College uniform at all times</p> <p>Take pride in all you do and actively look to improve your work</p>	<p><b>ORGANISATION</b></p> <p>Bring correct equipment to every lesson</p> <p>Organise your time and complete homework to the best of your ability</p>	<p><b>ENGAGEMENT</b></p> <p>Be focussed and attentive in lessons act on advice and feedback</p> <p>Seek to discover new things &amp; be prepared to take risks</p>	<p><b>QUESTIONING</b></p> <p>Contribute in every lesson</p> <p>Ask questions to deepen your knowledge and understanding</p>	<p><b>RESPECT</b></p> <p>Follow staff instructions the first time &amp; every time</p> <p>Be honest and polite to others</p>
<p><b>KINDNESS</b></p> <p>Be considerate and supportive of others</p> <p>Treat others as you would expect to be treated</p>	<p><b>TEAMWORK</b></p> <p>Engage with cooperative learning</p> <p>Take on an active role within the team, readily sharing ideas and information</p>	<p><b>TOLERANCE</b></p> <p>Value others regardless of sexuality, race, faith gender or disability</p> <p>Accept the quirks of others</p>	<p><b>INDEPENDENCE</b></p> <p>Demonstrate dedication &amp; commitment</p> <p>Be self-disciplined and evidence self-direction</p>	<p><b>RESILIENCE</b></p> <p>Persevere and recognise it is alright to make a mistake</p> <p>Respond well to constructive criticism</p>

## **Child Safeguarding Policy**

The College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. A Disclosure and Barring Service (DBS) check will be undertaken for the successful applicant.

The College pays full regard to DfES guidance 'Safeguarding Children and Safer Recruitment in Education' Jan 2007. We ensure that all appropriate measures are applied in relation to everyone who works for Horizon who is likely to be perceived by the children as a safe and trustworthy adult including e.g. volunteers and staff employed by contractors. Safer recruitment practice includes scrutinising applicants, verifying identity and academic or vocational qualifications, obtaining professional and character references, checking previous employment history and ensuring that a candidate has the health and physical capacity for the job. It also includes undertaking interviews and an Enhanced DBS check.

Please visit:

<https://horizoncc.co.uk/safeguarding/>

## Vacancy Details

**Role: Careers Advisor**

**Salary: Grade 6 (£22,018 - £25,116 actual salary)**

**Hours Per Week: 37, term time only plus 2 weeks and 2 INSET days**

**Type: Permanent**

**Closing Date: Monday 27 September 2021 at 12 noon**

This is a really exciting opportunity to join a dynamic College and be part of a proactive and passionate team of people. You will be joining the biggest careers department in the area who are fully dedicated to delivering our ambitious careers curriculum across the College preparing and equipping our students with the skills and knowledge for their career journey. You will be responsible for organising and facilitating student guidance meetings to provide impartial advice on careers and other related opportunities to all students from Y7 to Y11 and beyond. Recently awarded the gold award for the Mark of Quality for Careers Education and Guidance you will be part of maintaining that standard as well as helping to establish the local careers hub and sharing great practice locally and nationally.

Experience of working with young people within a similar setting is essential, as is the ability to engage parents in work of the College and develop effective relationships with a range of partners.

Qualifications required are 7 GCSE's Grade 9 to 4 (A\* to C) including English and Maths or equivalent and a Professional Qualification in Careers Guidance; PgDipCG, QCG, QCGD or L6 - Minimum.

A Disclosure and Barring check will be undertaken for the successful applicant.

This College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. A disclosure and barring services check will be undertaken for the successful applicant.

Horizon Community College reserve the right to close this advert prior to the closing date above.

## Job Description

<b>SERVICE AREA: Horizon Community College</b>	
<b>JOB TITLE: Careers Advisor</b>	
<b>GRADE: 6</b>	
<b>RESPONSIBLE TO: Assistant Principal – Head of Support &amp; Careers Leader</b>	
<b>EMPLOYEE SUPERVISION: None</b>	
<b>DATE AGREED:</b>	<b>BY WHOM:</b>

### Purpose of Post:

To provide impartial and inclusive information advice, guidance on careers and other related issues and to provide support to **all** students from Y7 to Y11.

To enable **all** students to participate effectively in appropriate learning opportunities linked to careers, by raising aspirations and self-confidence, removing barriers to learning and by brokering access to a range of specialist services, enabling them to reach their full potential.

### Key Areas:

- One-to-one interviews for all Y10/11 Students giving them impartial advice and guidance to ensure as far as possible that they make realistic choices about their education, training and work.
- A planned timetable of interviews available to the Careers Leader and the Heads of School from the start of the academic year in September wherever possible.
- Records of interviews for tracking and monitoring purposes.
- Support during exam results to help students with their destinations
- Tracking destination data for Y11's and a report to SLT once completed. (Data to be tracked for 5 years)
- To work with other Careers Advisers/Personal Advisers and agencies involved with young people, participating in meetings, case conferences and reviews where necessary in order to support students fully.

### Duties and Responsibilities:

**The Careers Advisor will work with the Careers and Enterprise Leader to ensure that the following goals are met:**

- Support and guidance to help the College achieve the Gatsby Benchmarks
- The College Careers advice is assured to a recognised careers standard

### As the Careers Advisor:

- Researching careers, options and support organisations to meet students' needs
- Advising students on how to source relevant training courses or qualifications and what funding might be available.
- Providing advice on CV, applications, job hunting and interview techniques
- Running small group sessions or larger presentations on all aspects of careers work and topics related to personal development across all year groups.
- Keeping up to date with labour market information, legislation, and professional and academic developments by visiting employers, training providers and training events run by educational and professional bodies.
- Assisting with visits to HE establishments or places of work as required
- To promote equal opportunities in all aspects of work, including developing approaches which seek to challenge traditional stereotypes.



- To maintain and update client records and confidential information, using Information Technology; to follow up young people in years 11, 12 and 13 in order to identify individual destination and offer help if required. To contribute to the production of destinations reports and other statistical analyses.

**Working within the Careers Team to ensure:**

- The continued effectiveness of the careers programme and culture within school.
- Creative assemblies, reflections and inspirations that are appropriate and effective
- Creative and enterprising student leadership within the college
- Support for the Curriculum
- High profile Student Leadership in the wider community
- Creative engagement with parents of students including opportunities for family learning
- The engagement of parents as active partners and building positive relationships
- Signposting to relevant agencies
- The identification of relevant training needs for families
- The development of creative and fun family learning opportunities

**Support for the College:**

- 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.
- Ensure all students have equal access to opportunities to learn and develop.
- Contribute to the overall ethos, work and aims of the college.
- Support the embedding of the Gatsby Benchmarks in the careers programme of the college.
- Establish constructive relationships and communicate with other agencies/professionals to support achievement and progress of students.
- Attend and participate in regular meetings.
- Participate in training and other learning activities and performance development as required.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate.

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 or Careers Leader.

**The College 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.**

### Employee Specification

When filling in the application form, please demonstrate with clear, concise examples how you would meet the requirements of the post. You will be assessed in relation to the Essential and Minor criteria. Please bear in mind that you must possess the Essential Criteria on day 1 to be able to do the job. If there are large numbers of applications for the post then all of the criteria will be used for shortlisting. Under the Disability Discrimination Act (DDA), we recognise and welcome our responsibility to remove any barriers in our recruitment and selection process. We have tried to assess this in our Job Description and Employee Specification, however if you feel that there are barriers, please tell us in the application form. As part of the DDA, we are committed to making reasonable adjustments, wherever possible and it would help us to know your needs in order to do this.

Attributes	Criteria	How Identified (either Application Form or Interview)	Rank (Essential/Minor)
<b>Relevant Experience</b>	Experience of delivering CIAG in schools/colleges	Application form/interview	Essential
	Experience of organising activities within a Secondary School and/or across the wider community	Application form/interview	Essential
	Experience of engaging with a wide range of community partners and businesses - networking	Application form/interview	Minor
	Experience of presenting to different audiences/groups of people	Application form/interview	Essential
	Proven experience of working with children and young people in a variety of situations.	Application form/interview	Essential
	Experience of mentoring and training people.	Application form/interview	Minor
	Experience of working with external contacts.	Application form	Essential
	Experience of dealing with child protection issues.	Application form/interview	Essential
	Experience of presenting information at a range of formal meetings.	Application form/interview	Minor
	Experience of resolving issues relating to young people.	Interview	Essential
<b>Education and Training Attainments</b>	7 GCSE's or equivalent including English and Mathematics (Grades A to C).	Application form/certificates	Essential
	Professional Qualification in Careers Guidance; PgDipCG, QCG, QCGD or L6 - Minimum	Application form/certificates	Essential

<b>General and Special Knowledge</b>	Knowledge of Gatsby Benchmarks, their history and the background to the skills and careers agenda.	Application form/Interview	Essential
	Knowledge of career pathways and services	Application form/Interview	Essential
	Knowledge of School organisation and student cycle.	Application form/interview	Minor
	Knowledge of safeguarding and child protection procedures	Application form/interview	Essential
<b>Skills and Abilities</b>	Ability to work on own initiative and prioritise work to given deadlines.	Application form/interview	Essential
	Ability to engage teams of staff from the College and the wider community	Application form/interview	Essential
	Ability to present information clearly and concisely to prescribed formats.	Application form/interview	Essential
	Excellent written and verbal communication skills.	Application form/interview	Essential
	Ability to work accurately and methodically under pressure.	Application form/interview	Essential
	Ability to respect and maintain confidentiality.	Application form/interview	Essential
	Ability to work individually and as part of a team.	Application form/interview	Essential
	Commitment to the safeguarding and promotion of the welfare of young people.	Application form/interview	Essential
	Ability to maintain appropriate relationships with staff and students	Application form/interview	Essential
Ability to deal appropriately with a range of sensitive issues.	Application form/interview	Essential	
<b>Additional Factors</b>	A willingness to take part in training and development opportunities as required.	Application form	Essential

**In compiling this, please refer to the Section 'Review Job Description and Employee Specification' in the Recruitment and Selection Code of Practice.**

## Employee Benefits

The college offers the following benefits to its staff in addition to competitive salaries:

- Access to Local Government or Teachers' Pension Scheme
- Excellent access to the college by public transport – direct trains to Barnsley from Leeds, Huddersfield, Sheffield, Wakefield, Meadowhall
- Proximity to the M1 and A628 – around 30 minutes commute from Leeds, Huddersfield, Sheffield, Rotherham, Doncaster
- Comprehensive staff wellbeing offer including: free breakfast; access to local authority wellbeing support; in-college HR wellbeing guidance and access to counselling; staff workload review; flu vaccinations; free access to the college gym
- A comprehensive professional development programme for teaching and support staff, including opportunities for achieving professional qualifications and supporting career progression
- Free Microsoft Office 365 and OneDrive for personal use for up to five machines/devices.

Horizon Community College is committed to ensuring and promoting the wellbeing and professional support of all staff under its care.



## **The Application Process**

Please read the Guidance Notes for Applicants before completing an application form.

The candidates selected for interview will be informed after shortlisting and full details of the interview process will be provided.

**This is an exciting and rewarding role and we look forward to receiving your application.**

Should you wish to discuss the role further please contact us on 01226 704230.