

The Whitstable School Recruitment Pack

Careers Advisor



**Bellevue Road
Whitstable
Kent
CT5 1PX**

Letter from Ana Gibson – Headteacher

Dear Applicant

I am delighted that you are interested in joining our amazing team at The Whitstable School. In recent years, the school has gone from strength to strength and is now oversubscribed. Our results have steadily improved over the last five years and parents and pupils are happy with the excellent education that the school provides. [Click here](#) to view our prospectus.

Whitstable is a highly desirable seaside town which is popular with tourists in the summer and commuters from London all year round. Our children tend to walk to school and enjoy the beautiful views of the local coastline from many classrooms. There is a thriving community in Whitstable and the town is well known for its commitment to the arts, hosting a writing festival each year as well as the annual 'Oyster Festival' visited by thousands. Live music can be heard all year round and the school works with local groups to host events and workshops.

Our motto is 'Learn Locally, Think Globally' and we are an International Baccalaureate school. Students in our successful sixth form choose from a range of A Levels, vocational and IB courses. In recent years, pupils have visited a range of exciting international destinations.

We have created a 'knowledge curriculum with an Oracy focus' and take every opportunity to encourage pupils to communicate and share ideas. Our exhibition programme is entirely pupil led - local people visit to hear students debate, perform and discuss the issues of the day. Our school has wonderful, purpose built facilities. Our permanent Exhibition Hall showcases pupils' work from all subject areas.

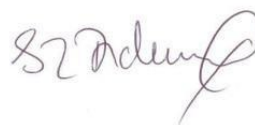
At The Whitstable School, we know all of our pupils and take the time to support and guide them towards targets and goals that are realistic and personalised. Whilst grades are important, school is about so much more than academic achievement. We seek to celebrate our pupils' talents and skills at every opportunity and are proud of what we achieve together as a school community.

As a new colleague, we will make you feel welcome. You will have a buddy and a 'Menu of Learning Opportunities' including CPD for induction, the chance to talk to senior colleagues about the work they do in school and opportunities to participate in learning walks to capture examples of great practice. Our Schools Direct programme has record numbers of enthusiastic participants and there are programmes of CPD for staff at all stages of their careers.

I look forward to hearing from you. Please do not hesitate to contact me if you have any questions or would like to know more.



Ana Gibson
Headteacher



Suzanne Dickson
Executive Headteacher

Letter from Jon Whitcombe – Trust Principal

Dear Applicant,

Thank you for your interest in this role within Swale Academies Trust. Swale Academies Trust is one of the leading Multi-Academy Trusts in the south east with a highly effective record in school improvement. We are currently looking for outstanding leaders and teachers to join us as we grow. Swale Academies Trust consists of a group of seventeen primary and secondary schools based in Kent, East Sussex and South London. We are also working with a number of schools who require support prior to joining the Trust. We have a very strong track record in school improvement and are looking for dynamic people who want to transform children's lives in some of the most challenging educational contexts in the region.

We are looking for ambitious professionals who are interested in working with pupils from diverse communities in some of the region's most challenging schools. We want energetic, inspiring classroom practitioners who are highly motivated and committed to the profession. We recognise the importance of a well-ordered teaching environment for staff to flourish. Parents and teachers provide regular positive feedback about our work to create a positive climate for learning. As a result, Ofsted visits identify pupils' conduct as a strength across the Trust. We want teachers who are keen to make a positive difference to children's lives, are proud of the students they teach, the work they produce and share this pride in the achievements of all.

Our salary package, continued professional development and additional benefits are some of the best in the sector. We invest in our staff at every level with a wide range of coaching programmes, delivered across our schools, including Westlands, the Trust Teaching school. We also work closely with a number of external partners such as the University of Kent to support leadership development across our family of schools. All of our schools are unique and reflect the communities they serve but they work closely together to support each other and collaborate to raise standards. Teachers identify the well-structured collaboration as a key factor in improving their practice but also improving their work-life balance.

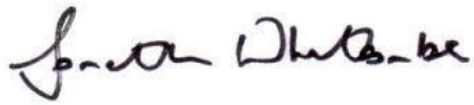
Since its creation in September 2010, Swale Academies Trust has become a strong and successful school improvement service, specialising in taking schools in Ofsted category and turning them into good schools. A glance at the most recent Ofsted reports for Beaver Green Primary School, South Borough Primary School, Meopham School, Regis Manor Primary School, Westlands Primary School, Istead Rise Primary School and The Sittingbourne School, will all point to the effectiveness of the Trust in bringing about change and providing and enabling excellent leadership. First and foremost, Swale Academies Trust is about the provision and development of high quality leadership and management.

Our ambition is driven by enabling schools and children to succeed. We have a wide range of excellent and highly accomplished senior leaders who lead with a sense of purpose, charisma and a set of shared values. The Trust is fortunate to be overseen by a Board of Directors who share leaders' values and provide the highest quality challenge and support.

We are proud of our schools and strive for a sense of shared pride in the achievements of all of our students.

We look forward to receiving your application.

Yours sincerely,

A handwritten signature in black ink that reads "Jon Whitcombe". The signature is written in a cursive, flowing style.

Jon Whitcombe
Chief Executive Officer

Job Description

Job Title: Careers Advisor

Grade: SAT 6

Responsible to: Headteacher / Head of School

Details:

- Having responsibility for the Careers Education and Guidance of students including writing, organising and monitoring Careers Education.
- Compilation of progression statistics and gathering data for reports.
- Responsibility for Careers talks and interviews in all Key Stages.
- Liaise closely with academic staff to ensure each student in the Higher Education cohort is matching entry requirements with predicted grades.
- Direct students towards the relevant level of Higher Education study: from Higher National Certificate for those who will need more support, to Russell Group for those who should be aspiring to academic challenge as well as apprenticeships and degree apprenticeships.
- To lead on the UCAS school administration staff training to ensure academic references are of a high standard to support university applications.
- To work with the SEN department securing places for Post 16 progression.
- Form working relationships with the local Higher Education institutions to provide our students with a comprehensive range of university taster days, visits and summer schools.
- Form links with other Higher Education institutions, nationally, to help deliver relevant Higher Education preparation for specialist subjects.
- Provide Higher Education Information, Advice and Guidance to parents via Information evenings, presentations, 1:1 and group meetings and being present at relevant parents' evenings.
- Through Continuing Professional Development, ensuring up to date knowledge of Higher Education information and current issues surrounding higher education.
- Meet with parents who for a range of reasons are not supporting their child's Higher Education aspirations.
- Help students and parents sort out complicated student finance situations
- Deal with issues surrounding UK residency that may impact on Higher Education progression
- Provide on-going support to students during their first year at university, to help reduce the risk of drop-out.
- Guide students through meaningful Gap Years.
- Oversee and process all applications through Kent Choices4U, including sending letters of offer / rejection / interviews and other administration tasks.
- Ensure all curriculum details for all P16 courses are current and correct on Kent Choices4U.
- Support students in their key stage 5 application process.

- Offer Information, Advice and Guidance at key events throughout the year, such as results days, recruitment evening, parents evening and options evenings.
- Provide information to students regarding Apprenticeship and employment opportunities.
- Refer students to external agencies who are at risk of becoming NEET (Not in Education, Employment or Training).
- Provide on-going Information, Advice and Guidance for ex-students.
- Support students in CV writing and “work ready skills” and personal statements.
- To help coordinate work experience.
- To coordinate the whole school careers fair and mock interview days.
- To support apprenticeship applications at both Key Stage 4 and 5.
- Linking careers with the curriculum by planning subject events.

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

Person Specification

Job Title: Careers Advisor

Grade: SAT 6

Responsible to: Headteacher / Head of School

	ESSENTIAL	DESIRABLE
Qualifications & Training	<ul style="list-style-type: none"> • A good general standard of education, with Level 2 qualifications in English and Maths equivalent to GCSE grade C or above. • To have completed the Level 6 Diploma in Career Guidance and Development 	
Experience	<ul style="list-style-type: none"> • Experience of working in a busy environment, such as a school. • Experience of working with young people. • To have experience of some elements of the job description. 	<ul style="list-style-type: none"> • Experience of working in school preferably with KS 3 or above, or in other child related roles.
Knowledge & Skills	<ul style="list-style-type: none"> • Excellent communication skills, both written and verbal. Ability to communicate effectively with a range of stakeholders, including students. • To be able to relate to and empathise with 11-18 year olds. • Firm, but fair and consistent approach in managing pupils. • IT literate with a working knowledge of Microsoft 	<ul style="list-style-type: none"> • To have knowledge of the destination opportunities available to students aged 16-18. • To have an understanding of how to build links with external agencies and the local community, with regard to students. • An understanding of the specific needs of students who are more vulnerable or challenging.

	<p>Word,Excel, Google Docs and Sheets.</p> <ul style="list-style-type: none"> • Understanding of the issues surrounding the safeguarding of children and commitment to child welfare and safety. 	
Personal Qualities	<ul style="list-style-type: none"> • The ability to work effectively and supportively as a member of the school team as well as under own initiative. • Able to demonstrate and friendly disposition, whilst maintaining a professional approach. • Confident, flexible and resilient. 	

Swale Academies Trust

Since its creation in September 2010, Swale Academies Trust has developed into one of the South East's leading Multi-Academy Trusts comprising of 17 schools.

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, Peacehaven
- The Eastbourne Academy, Eastbourne
- 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 Resources Team
- Finance Team
- ICT team
- Building/Estate Management

SWALE ACADEMIES TRUST SAFEGUARDING POSITION

Introduction and Ethos

Swale Academies Trust is a community and all those directly connected (staff, governors, parents, families and pupils) have an essential role to play in making it safe and secure. All schools within the Trust recognise their moral and statutory responsibility to safeguard and promote the welfare of all children.

Trust Schools recognise the importance of providing an ethos and environment within school that will help children to feel safe, secure and respected; encourage them to talk openly; and enable them to feel confident that they will be listened to. We are alert to the signs of abuse and neglect and follow our procedures to ensure that children receive effective support, protection and justice.

The Trust core safeguarding principles are:

- It is a whole school responsibility to safeguard and promote the welfare of children
- All children (defined as those up to the age of 18) regardless of age, gender, ability, culture, race, language, religion or sexual identity, have equal rights to protection
- All children have a right to be heard and to have their wishes and feelings taken into account
- All staff understand safe professional practice and adhere to our code of conduct and other associated policies
- All staff have a responsibility to recognise vulnerability in children and act on any concern in accordance with this guidance

There are four main elements to our safeguarding policy:

- Prevention (e.g. positive, supportive, safe school culture, curriculum and pastoral opportunities for children, safer recruitment procedures)
- Protection (by following the agreed procedures, ensuring all staff are trained and supported to respond appropriately and sensitively to safeguarding concerns)
- Support (for all pupils, parents and staff, and where appropriate specific intervention for those who may be at risk of harm)
- Working with parents and other agencies (to ensure appropriate communications and actions are undertaken)

The procedures contained in our policy apply to all staff and governors and are consistent with those of each school's local safeguarding boards.

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 the Kent-Teach website and all electronic applications should be made via this route. Alternatively, completed forms can be sent by post to the following address:

Ms Debbie Possee
The Whitstable School
Bellevue Road
Whitstable
Kent
CT5 1PX

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
- Documentary evidence of identity that will satisfy DBS requirements
- 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.

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.at/page/?title=Privacy+Notice&pid=33>

