

CAREERS FACILITATOR

Job specification pack



Welcome to Big Creative Academy

Big Creative Academy (BCA) is a specialist creative arts college for 16-19 year olds based in Walthamstow, E17.

Our intent is to provide young creatives from diverse backgrounds with the entrepreneurial skills and academic knowledge to have a powerful impact in the creative industries.

Through access to higher education and the development of cultural capital we will provide students with the attitude and resilience to succeed.



As an organisation we provide a supportive, developmental environment with a creative and innovative approach to education. Choosing to work for BCA will enable you to be part of a successful organisation that offer a good work-life balance to all employees, which includes a flexible working approach, a friendly, positive and purposeful working environment, and plenty of opportunities for social interaction between colleagues

We are a values-led organisation, award-winning in equality, diversity, and inclusion and a best practice college for LGBTQ+.

We work with integrity and passion, and are fiercely committed to creating a truly meaningful work environment, where individuals are empowered with the tools, technology, and training to unleash their full potential.

This is an exciting time to join BCA. We moved into our £21m new building in January 2021 with all new industry-standard studios and equipment.

We have 440 young people per year enrolled onto our Level 3 vocational programmes, and learners take qualifications in maths and English if needed. We have a job centre on site for learners and a sister organisation, Big Creative Training, offering apprenticeships. Progression outcomes for students are filling local skills needs for a growing creative arts sector.

The majority of our staff are dual practitioners, teaching their professional craft. This makes BCA an innovative environment in which to work. Together with our industry ambassadors and patron, Emeli Sande, all of our programmes are industry led and forward thinking.

Benefits of working for BCA

- Flexible Fridays, half day, to provide work-life balance
- Employee assistance programme
- Research-based professional development
- Supportive, caring and developmental environment with full staff wellbeing programme
- Excellent career development opportunities and performance recognition
- Staff social events
- Gym facilities for staff use
- Cycle to work scheme



Sacha Corcoran, MBE (Principal)

I'm really proud of the team at Big Creative Academy all working together to provide the best education possible for our learners. Our values are incredibly important to us and we look forward to welcoming you into the Big Creative family.

– Kindness – Respect – Inclusivity – Authenticity – Integrity –

What our learners and graduates say...

96% of learners at BCA say their overall experience is good. Here's what they had to say...

"The teachers always find time to help."

"I love the small class sizes, and the fun environment created."

"I get to do something I love with other people who have the same interests as me."



Not only did the college give us the tools and knowledge to succeed, they prepared us for life as creatives of the future.

Georgia



If it wasn't for BCA there's no way I would have become the person I am today. Thanks for helping me find myself!"

Amani

Job Description & Person Specification

Post Title: CAREERS FACILITATOR (0.6FTE)

- Salary: £16,800 to £19,200 per annum (£28,000 to £32,000 FTE)
- Basis: Part Time (21 hours per week)
- Weeks: 52 weeks
- Start Date: 2nd September 2025
- Reporting to: Careers Manager
- Location: Big Creative Academy, Clifton Avenue, E17 6HL
- Facilitation: The post includes 14 hours of facilitation per week
- Annual leave: 30 days per annum

Purpose of the role:

Big Creative Academy's mission is to create careers, supporting young people onto the next steps. After completing a course here students will be able to move into employment in the creative arts, secure an apprenticeship or go to university so that they can make a living from their passion.

The Careers Facilitator role is crucial in providing careers education for our young people. We are pleased to have a dedicated careers session of one hour per week for both our Year 12 and Year 13 learners. This role is to deliver a scheme of work for learners to help them develop their careers knowledge and plan their next steps.

This work will feed into wider remit of the careers team at BCA, supporting learners into positive progression. We're very proud that 70% of our learners remain in the sector and are making a powerful impact in the creative industries.

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Key Responsibilities

- Lead and deliver a cross-Academy programme of careers education, one hour per week for each student group
- Research, plan, prepare and deliver careers classes to our Year 12 student cohort (14 hours per week, plus admin time)
- Provide pastoral support to students
- Provide one to one careers appointments for students
- Participate in the wider careers programme for the Academy to ensure positive progression for learners

Principal Accountabilities

- Plans the careers and digital scheme of work and delivery in line with careers learning outcomes for post-16 as recommended by the Careers Development Institute
- Plans and prepares for inspections, writes reports as required for the leadership team
- Assesses students to ensure understanding of careers topics and how students are applying their skills
- Maintains and provides records and in relation to classes, schemes of work, files and for student attendance and behaviour and engagement in sessions.
- To co-ordinate and conduct learner surveys as required to establish the impact of the careers programme

Key Duties:

- As part of the Academy team, the Careers Facilitator acts as the main point of reference for students engaged in the careers programme. The role includes:
 - (a) participation in inducting students to the careers offer
 - (b) providing educational and welfare guidance as needed or referring to the appropriate staff member.
 - (c) assisting students in preparing individual career plans, and reflecting on careers activities in Morrisby
 - (d) following up student absence and reporting this to their main tutor
 - (e) acting as the focal point in the maintenance of student discipline within the context of the Academy student disciplinary procedure
 - (f) undertaking wellbeing exit interviews with students at the end of their 2yr course.
 - (g) preparing administrative returns and reports as may be needed in relation to students, quality assurance and board requests.
- Organise and deliver activities for Careers Week, for example a week of sessions with trade unions
- Participates in activities to publicise careers and digital skills across the Academy, with staff, students, parents and external agencies.
- Assists in planning and developing the course and course materials
- Participates in student enrolment and induction
- Develop effective working relationships internally and with external partners to ensure business sessions are sometimes led by external visitors and experts

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In addition the postholder is expected to:

- Work towards achieving Big Creative Academy's mission and actively participate in our culture, striving towards outstanding teaching and learning, promoting wellbeing and bringing industry into the classroom
 - Travel to and meet with key stakeholders as appropriate to the role
 - Undertake continuous professional development including research projects and a bespoke annual plan
 - Actively promote equality and anti-racism at all times
 - Carry out duties at all times with due regard to Big Creative Academy's policies, including safeguarding, health and safety and data protection and participate in training as required
 - To comply with and promote the Academy's safeguarding policies
 - Work flexibly and to undertake any other duties that may reasonably allocated by the line manager, which may include working occasional evenings and weekends
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Person Specification

A – Application I – Interview

ATTRIBUTES	REQUIRED	DESIRABLE	METHOD OF ASSESSMENT
Education and Qualifications			
An undergraduate degree	x		A
Qualifications in English and maths equivalent to GCSE Grade 4/C/Level 2		x	A
Qualification or accreditation in facilitation or careers		x	A
Knowledge and Skills			
Evidence of the ability to deliver consistently good sessions and a proven track record in delivering an excellent learning experience	x		A
Evidence of differentiation to meet the needs of all learners	x		I
An understanding of statutory careers education for post-16	x		I
Good standard of written English	x		A
High level interpersonal, organisational and communication skills	x		I
Experience			
Experience of all aspects of careers advice and guidance to ensure positive progression for learners	x		I
Experience of working with the post-16 age group	x		A
Experience of developing successful links with employers		x	I
Commitment			
High professional standards and personal integrity, with high expectations of self and others	x		I
Able to work collaboratively as part of a team, to deliver shared outputs	x		I
Able to prioritise, meet deadlines, and work under pressure	x		I
Take initiative and innovate to drive continuous improvement	x		I

How to apply

To apply you must complete the application form found on our website and return to bca-hr@bigcreative.education. This must include a supporting statement that evidences your experience matched to the accountabilities and person specification of the job role.

Closing date for application is **Sunday 1 June 2025**.

Interviews will be held on **w/c 9 June 2025**.

Safeguarding

BCA operates safer recruitment practice in accordance with Keeping Children Safe in Education regulations. Please expect the highest level of scrutiny and background checks. Appointments are subject to satisfactory references being obtained, and an enhanced disclosure and barring service (DBS) check. New members of staff cannot start their positions until these documents are in place.

Warner Interviews

As a values led organisation we conduct Warner interviews as part of our recruitment process. These are designed to help us understand your own values and motivation for working with the specific cohort of young people we serve. We recommend that you research this interview technique should you be invited to attend an interview.



What our staff say...



I like the progressive nature of the college and how we are always looking to expand and offer a more rounded experience for the learners.

The best part of my role is being able to make a positive difference to the lives of many, supporting our young people in seeing their potential.

There is fantastic communication between members of staff and the management team.

I feel supported and encouraged in my role, inspired to continue working to deliver high quality and engaging material.

The staff get on well with each other and work together positively to benefit the organisation.

Lovely working environment with a supportive team and great students.

What we do, individually, and overall, makes a huge impact on the lives of these young people and empowers them.

I like the collaborative culture and genuine care for staff, with time and energy invested.

BCA is a small organisation with a big heart and a great mission to develop learners from disadvantaged communities.

I am trusted by my manager to use initiative and develop my area as I see fit. I feel trusted and valued in my ideas and opinions.

The environment at BCA is a huge stand out to me. The staff are diverse so it makes me feel very comfortable at work.

The absolutely fantastic team of staff that I work with – we all come from different walks of life yet share the same creative interests and goals in improving learner's experience and their lives in general.

The community feel to our college is second to none.



To find out more about BCA and our approach to education please visit <http://www.bigcreative.education/>

Big Creative Academy was rated “outstanding” by Ofsted at our last inspection.

[Read the full report >](#)

Useful links

[BCE promo video >](#)

Socials

[Insta @we.are.bce](#)

[X @we.are.bce](#)



BCA is an equal opportunities employer and positively welcomes applications from all sections of the community. We are committed to safeguarding all learners enrolled on our programmes and appointment of successful applicants will be subject to satisfactory references being obtained, and an enhanced disclosure and barring service (DBS) check.

bigcreative.education

