



**MOSSBOURNE
VICTORIA PARK
ACADEMY**

Careers & Inclusion Officer



Our academy

The Mossbourne story began in 2004 with a clear but challenging mission - to improve academic outcomes in a borough with some of the lowest rates of attainment in the country. Over the past sixteen years, Mossbourne Academies have been at the vanguard of truly dramatic change in terms of the quality of education and outcomes in Hackney, now one of the best places to be educated in the UK.

Mossbourne Victoria Park Academy opened in 2014 in order to serve the community in the south-east of the borough. We deliver an outstanding education to 840 local children.

We are not a normal school. Our incredibly high expectations for behaviour and courtesy create a calm working atmosphere for students and staff, which means that teachers can focus one hundred percent on teaching and students have one hundred percent focus on learning.

Why work for us?

The chance to really make a difference to the young people who need it the most

Our students need the best possible teachers as they have to overcome significant disadvantage in order to succeed. 44% of our students are eligible for the pupil premium grant, 20% have a special educational need and 34% have English as an additional language.

Our results put us in the top 65 schools in the country for pupil progress, because we believe all students can succeed and go to great lengths in order to achieve this.

A fantastic working environment

We place ultimate value on respect for staff; behaviour is beyond outstanding, the teacher is sacred. This is a school in which you can really teach.

The school is housed in a beautiful Grade ii listed Huguenot building and a purpose built modern one. As you would expect, classrooms are all fully equipped.

Remuneration

We pay at least the local authority support staff scale.

A truly supportive culture

We offer opportunities to reflect on and improve your practice.

Who are we looking for?

The Careers & Inclusion Officer will be a key member of both the Higher Education and Careers Team across the Mossbourne Federation and the Curriculum Support Department at MVPA. They will enable all students to make appropriate decisions about their futures and support them to secure places on their chosen and best-suited post-16 pathways. It will also be their responsibility to champion careers education across the Academy, ensuring that all members of the academy understand and value the role it plays in raising aspirations and achieving successful outcomes.

The successful candidate will ensure students across Mossbourne Victoria Park Academy make well informed choices at times of transition. This includes providing students with appropriate information and resources to inform post 16 options. They will assist the Federation's Higher Education and Careers Manager to deliver a high-quality CEIAG programme underpinned by the Gatsby Benchmarks. They will maintain and develop partnerships with post-16 education and training providers and a range of employers. The role also includes preparing students for the world of work and their future pathways, contributing to the planning and implementation of the PSHCERSE Programme and delivering a range of enrichment opportunities that promote higher education, apprenticeships and employment.

You will also work under the supervision of the Head of Learning Area for SEN Inclusion, supporting the whole department but particularly ensuring students with EHCPs and on the SEND register successfully transfer to post-16 pathways.

Main areas of responsibility

The post holder's key responsibilities are, but not limited to:

- The implementation of a clear strategy for careers guidance underpinned by the Gatsby Benchmarks
- Liaising and working with careers guidance professionals, employers, local colleges and other providers to ensure that students are well supported in making decisions about their career pathways
- The organisation of assemblies and visiting speakers to ensure a full understanding of post-16 routes available
- Organising and conducting impartial, personal career guidance interviews with pupils which challenge and support them to make informed, realistic and adaptable career decisions
- To generate and maintain student records electronically in support of personal guidance interviews, including a summary of agreed actions/action plan and applications
- Use Unifrog across year 7 – year 11 and the data from it to inform the direction of the careers programme
- Use expert knowledge of labour market information to enable students to identify, access, interpret and utilise valid and current information that is relevant to them
- Maintain the careers sections of the academy website, the careers library and termly careers newsletters
- To organise relevant and high-quality activities including, but not limited to, activities for National Careers Week and PSHCERSE drop-down days
- To assist with the monitoring, evaluation and reporting on the effectiveness of the career guidance programme in achieving the Gatsby Benchmarks
- Delivering targeted intervention for students selecting post 16 – pathways and refer students to specialist services if required to support specific needs of students e.g. young people with SEND
- To communicate with relevant external agencies and networks for the benefit of students and the enhancement of the careers programme.
- Planning, organising and running trips in line with the Careers strategy
- Monitor and track destinations of Year 11 leavers
- To involve parents and carers, where relevant, in the career guidance programme and support provided to their child and attend parents' evenings as required.
- Co-ordinate meaningful and aspirational employer engagements
- Maintain the co-ordination of programmes such as The Scholars Programme and Into University
- Attend results days to support students
- Provide information and action tasks that support individual education plans
- Under the direction of appropriate professionals to assist in meeting physical, development or medical needs identified in an approved care plan. This can include medical procedures
- To collate documentation and proof-read annual review paperwork
- To liaise with key stakeholders in the coordination of Annual reviews, including Learning Support Teachers and Hackney Education
- Support with the effective running of interventions by creating and distributing stickers for students who require additional support
- Support the organisation and execution of examinations. This will include, but is not limited to; providing access arrangements in examinations, and invigilating.
- Contribute to the maintenance of the SEND register and the department SharePoint page.

Person Specification			
Essential [E] or Desirable [D]	Requirements	Assessment Criteria	
		Interview	Application form
Experience			
E	Successful administrative experience, ideally in an educational environment		✓
D	Experience of support work in an inner- city, multicultural academy/school		✓
E	Be committed to the Academy’s ethos and aim to raise the aspirations and attainment of all learners	✓	✓
E	Experience of helping to deliver teaching programmes to small groups of children under the direction of qualified teachers	✓	✓
E	Be committed to ensuring all students receive appropriate support, advice and guidance in their Post - 16 pathways	✓	✓
E	Knowledge, understanding and commitment to equal opportunities	✓	✓
D	Have a thorough knowledge and experience of implementing the government’s most recent guidance for (CEIAG) Careers Education Information Advice and Guidance	✓	✓
E	Have the initiative to secure excellent partnerships with external agencies for Mossbourne students	✓	✓
E	Excellent oral and written English and outstanding communication skills	✓	
D	Excellent organisational, literacy and numeracy skills	✓	✓
D	Ability to work independently and part of a team	✓	✓
E	Ability to develop and maintain positive relationships with teachers, support staff, parents and external agencies	✓	✓
Qualifications			
D	Be educated to good degree level or working towards a qualification in CEIAG		✓
IT knowledge			
D	Good knowledge of Microsoft (Word, Excel, Outlook, Publisher, Power Point)		✓

Behavioural Competencies			
E	Strategic approach, ability to see the 'big picture' and also think 'outside of the box'		✓
E	Ability to meet ALL deadlines internally and externally, ensuring output is consistently of an exemplary standard		✓
E	Must have the upmost integrity as well as high levels of motivation and commitment	✓	✓
E	Proactive approach and efficient time management and prioritisation skills	✓	✓
E	Ability to be flexible and positive	✓	
E	Genuine interest in the education of young people and ability to contribute more widely to the life and community of the Federation	✓	✓
E	Be self-motivated, demonstrating an ability to work independently and flexibly within Academy structures	✓	
Applicable to all staff			
E	Undertake training as required in order to fulfil requirements of the role	✓	✓
E	Support Mossbourne's efforts both verbally and non-verbally (i.e. via actions and attitude), including adjusting performance and practice in accordance with Mossbourne's initiatives and findings	✓	✓
E	Recognise your role as part of the succession of Mossbourne	✓	✓
E	Play an active role in terms of safeguarding all students and adults	✓	✓

Application process

Please submit your application through our website:

www.mossbourne.org/vacancies/

The closing date for this vacancy is 21st October 2022

We encourage early applications as we will interview **and may appoint before the closing deadline.**

To discuss this post or to arrange a school visit please contact us on 020 8510 4550 or enquiries@mvp.mossbourne.org

