

March 2023

Dear Colleague,

Careers Lead – Grade H SCP 26 - 29 £32,909 - £35,411, pro-rata for 25 hours per week (working hours negotiable to include some flexible hybrid working for the right candidate) , 40 weeks per year (term time, including Inset days + 1 week to be worked during the school holidays

Leaders have high expectations. They have created an inclusive and academic culture. Teachers have excellent subject knowledge. They use their expertise to engage pupils. Pupils' behaviour in lessons is calm and focused. Learning is not disrupted by any poor behaviour. (Ofsted Inspection Report 2022)

We are seeking to appoint an enthusiastic and highly motivated individual to the post of Careers Lead, to join our hardworking team here at LCS. The Careers Lead will take responsibility for the delivery of Littleover Community School's programme of careers advice and guidance, including across the Sixth Form.

We are looking for candidates who:

- Have experience of leading a careers team, including teachers, administrators, external partners, and any other staff members who deliver careers support and guidance
- Have experience preparing and implementing career guidance development plans, as well as planning the programme of activity in careers guidance with external careers advisors
- Are able to review and evaluate careers guidance and provide information for school improvement planning, Ofsted, Career mark validation and other purposes
- Have experience managing the work of careers staff and support tutors who are delivering careers advice
- Have experience building relationships, establishing and developing links with outside agencies, such as education colleges, apprenticeship providers, universities and employers
- Can report on guidance advice to the Senior Management Team and Governors
- Are able to work independently, but also effectively as part of a team
- Have a flexible attitude to work and a willingness to adapt to change

The person appointed to this position will need to be flexible, well organised, professional and have the ability to communicate with staff and students at all levels. They should be numerate with excellent IT skills and the ability to adapt to new systems. Please see the Job Description and Person Specification for more details.

Completed application forms, with supporting letter explaining why you feel you have the qualifications, experience and personal qualities required for this post, should be returned by email to: jobs@littleover.derby.sch.uk

Closing date for applications: Monday 17th April 2023 at 9.00am
Interview date to be confirmed

We reserve the right to close this vacancy early if we receive sufficient applications for the position. Therefore, if you are interested, please submit your application as early as possible.

Information and application forms are available from the school website: www.littleover.derby.sch.uk

Please note, school will only contact successful candidates.

I would like to clarify that the advertised salary, Grade H SCP 26 - 29 £32,909 - £35,411, is for full-time and therefore the salary for the position advertised, over 40 weeks, will be a proportion (pro-rata) of this.

Littleover Community School is a diverse and highly successful comprehensive school, with consistently outstanding levels of attainment and progress across the curriculum. We are proud of our academic record, and of the pastoral care which maintains a feeling of community in a large and expanding school.

Littleover Community School welcomes enquiries from everyone and value diversity in our workforce. The school actively promotes equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records.

As an organisation assessing applicants' suitability for positions which are included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order using criminal record checks processed through the Disclosure and Barring Service (DBS), Littleover Community School complies fully with the DBS Code of Practice

<https://www.gov.uk/government/publications/dbs-code-of-practice>

and undertakes to treat all applicants for positions fairly. Littleover Community School undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed and can only ask an individual to provide details of convictions and cautions that they are legally entitled to know about.

Where a DBS certificate at either standard or enhanced level can legally be requested (where the position is one that is included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended) and where appropriate Police Act Regulations (as amended), Littleover Community School can only ask an individual about convictions and cautions that are not protected.

Littleover Community School selects all candidates for interview based on their skills, qualifications and experience.

Littleover Community School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An offer of employment will be subject to the receipt of a satisfactory enhanced level DBS disclosure with a children's barred list check, two satisfactory references and successful completion of vetting procedures.

In accordance with the statutory guidance, Keeping Children Safe in Education (KCSIE), an online search will be conducted as part of due diligence on shortlisted candidates.

Copies of our Child Protection and Safeguarding Policy, along with other school policies, are available on our website at:

<https://www.littleover.derby.sch.uk/information.php#policies>

We would advise anyone applying for a position at LCS to read the above documents, along with the following Keeping Children Safe in Education document:

<https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>

Yours sincerely,



J. Wilding
HEADTEACHER

JOB DESCRIPTION

POST:	Careers Lead
GRADE:	Grade H SCP 26 - 29 £32,909 - £35,411 (pro-rata)
JIQ REFERENCE NO:	S-5227
JOB PURPOSE:	The careers leader will take lead responsibility and accountability for the delivery of our school's programme of careers advice and guidance, including across the Sixth Form.
RESPONSIBLE TO:	Assistant Headteacher with responsibility for Careers/ School Operations Manager
WEEKLY HOURS:	25 hours per week – working hours negotiable to include some flexible hybrid working for the right candidate
WEEKS WORKED PER ANNUM	40 - Term time, including Inset days +1 week to be worked in the school holidays

DUTIES AND RESPONSIBILITIES:

Leadership

- Lead the careers team, including teachers, administrators, external partners, and any other staff members who deliver careers guidance
- Prepare and implement a careers guidance development plan, referencing the school's responsibilities towards Gatsby Benchmarks
- Review and evaluate careers guidance and provide information for school improvement planning, Ofsted, Career Mark validation and other purposes
- Report to the Assistant Headteacher (Careers) with strategic overview of careers.
- Provide timely and relevant updates for senior leaders and governors
- Understand the impacts of changing education landscapes for careers guidance
- Ensure compliance with the school's legal requirements and requirements through Gatsby Benchmark, to provide independent careers guidance and publish the relevant information on the school's website
- Implement and develop use of the Compass+ system to monitor the careers provision across the whole school

Management

- Plan the programme of activity in careers guidance with external careers advisors
- Brief and support staff members involved in careers guidance or who provide initial careers information
- Monitor the delivery of careers guidance across the 8 Gatsby Benchmarks
- Manage the work of careers staff and support tutors who are delivering careers advice
- Prepare and submit the school's validation of the Career Mark qualification

Co-ordination

- Manage the careers section of the school website, ensuring that information is accurate and up to date
- Work with the Senior Management Team to deliver our school careers programme
- Manage the provision of career and labour market information
- Refer students to careers advisors, where appropriate
- Communicate with students and their parents/carers on career options
- Engage with relevant subject leaders (such as the PSHE/Citizenship lead) to plan their contribution to careers guidance
- Manage the Year 11 Work Experience programme, providing support to students in gaining placements, building links with local employers and co-ordinating the on site provision for students not on placement.



Networking

- Establish and develop links with further education colleges, apprenticeship providers, technical colleges and universities
- Establish and develop links with employers and work experience providers
- Negotiate a service level agreement with the Local Authority, as appropriate
- Work with external organisations and external careers guidance services, where appropriate
- Liaise with careers leaders in other schools and share best practice
- Secure funding for careers-related projects
- Maintain and grow a network of LCS alumni, who can act as role models towards promoting the school's careers programme

Safeguarding

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, the Prevent duty guidance) and our school safeguarding and child protection policies
- Work with the designated safeguarding lead to promote the best interests of students, including sharing concerns where necessary
- Promote the safeguarding of all students in the school

PERSON SPECIFICATION – CAREERS LEAD

	Essential	Desirable
1. Skills and Experience:		
Experience of working in a school/college environment or with young people	X	
Leadership and management experience in a school environment or other relevant organisation		X
Knowledge of the relevant legislation on careers in school, including the Gatsby Benchmarks	X	
Knowledge of the higher education and careers market	X	
Good communication skills, both verbal and written.	X	
Able to keep good records and contribute to assessment processes.	X	
Ability to lead and work as a member of a team to achieve agreed objectives	X	
Able to work independently and effectively within a team.	X	
Able to maintain confidentiality.	X	
Have a working knowledge of Microsoft packages, particularly Microsoft Excel.	X	
2. Qualifications		
English GCSE A*-C or equivalent	X	
Mathematics GCSE A*-C or equivalent	X	
Level 6 Careers Leader qualification, willingness to gain this qualification on the job	X	
Level 6 Careers Guidance & Development qualification		X
3. Personal Qualities		
Strong interpersonal and networking skills	X	
Ability to respond positively and calmly, with students, parents and others who work with you.	X	
Ability to build rapport with young people.	X	
Emotional resilience.	X	
Solution focused approach to work.	X	
Flexible attitude to work and willingness to adapt to change.	X	
4. Other		
Be prepared to undertake other relevant training, as and when required	X	
To share the school's commitment to safeguarding and child protection and be familiar with the Safeguarding and Child Protection Policy and other relevant policies.	X	