



## **A note from the Principal.**

Dear Candidate,

I am delighted that you are interested in the role of Careers Lead at Ark Evelyn Grace Academy, here in the heart of Brixton.

At Ark Evelyn Grace, we believe that education is transformational; that is why what we do matters and why we are always seeking to improve our practice.

I intend for Ark Evelyn Grace to be the school of choice in the local community, whose reputation is centred on great teaching, exemplary behaviour, and unrivalled opportunities beyond the classroom. This will only be achieved through our collective efforts and by exemplary leadership.

We are therefore seeking to appoint a dedicated and enthusiastic individual who is passionate about education as a means of helping our students become cleverer and kinder every day. We believe that all our students can achieve excellence, no matter what their background and that they all deserve the very best teachers and resources to help them secure the very best qualifications. Accordingly, we offer a rigorous curriculum and a broad enrichment programme for students at all key stages.

As teachers we know that there is no substitute for hard work and this, above all else, will help our students understand and achieve excellence. We will help each student gain a firm knowledge and understanding so that the passion for their subjects grows and matches that of every one of us.

Schools are not just a place of learning; they are a journey of self-discovery, intellectual enquiry, and growth. That should be as true for every member of staff as it is our students. This role offers the opportunity for real growth and development, especially for an aspiring headteacher, someone able to have impact at a whole school level. We hope that you will be interested in applying for this role.

If you have any questions or would simply like a conversation please contact me at [tim.dainty@evelyngraceacademy.org](mailto:tim.dainty@evelyngraceacademy.org) or [A.Myers@evelyngraceacademy.org](mailto:A.Myers@evelyngraceacademy.org) HR Advisor.

*Join us in providing excellence for all.*

Yours faithfully,

**Tim Dainty**

**Principal**



## Job Description: Careers Lead

<b>Reports to:</b>	<b>Vice Principal</b>
<b>Start date:</b>	<b>ASAP</b>
<b>Location:</b>	<b>Evelyn Grace Academy</b>
<b>Contract:</b>	<b>Part time: 3 days a week, 08.00-17.00, 41 weeks a year</b>
<b>Salary:</b>	<b>ARK Support Scale 8, Spine Points 19-29 (£30,076-£35,948 pro rata)</b>
<b>Deadline:</b>	<b>9am, Monday 1<sup>st</sup> November 2021</b>

### The Role

As Careers Lead, you will work with our Vice Principal and our Directors of learning to support students across the academy in developing their understanding of the world of work and progression to Further or Higher Education.

### Key Responsibilities

- Maintain a careers library and database, ensuring all the relevant information is both current and sufficient
- Provide appropriate help and advice, enabling students to make good quality, informed decisions
- Plan tutor sessions on careers and aspirations as part of the character curriculum
- Coordinate one to one career interviews for students
- Lead group sessions for specific targeted students when requested
- Support the options process for Year 9 & pathways process for year 11
- Support the inclusion team working with identified vulnerable students
- Work with the Director of Year 11 to ensure all students secure progression to a high-quality post-16 course and provider
- Liaise with Ark, local career services, employers and professional organisations to support student access to special events or opportunities
- Support Ark employer programmes
- Research and develop other links with employers both locally and nationally
- Actively promote careers events in school assemblies and information evenings
- Coordinate a visiting speakers programme to inform and inspire our students about their careers and ambitions
- Monitor, record and communicate leaver destination information to relevant parties
- Manage “student destination” data and records

### Other

- Carry out any other reasonable tasks as directed by Line Manager/SLT
- First Aid/Invigilation



## Person Specification: Careers Lead

### Qualification Criteria

- Right to work in the UK
- Relevant qualification, desirable

### Knowledge, Skills and Experience

- Experience of careers education and guidance in an education setting
- Understanding of Higher and Further education routes, including universities, subject choices, non-academic career choices, gap years and volunteering
- Understanding of apprenticeships and alternative provisions
- Understanding of investors in careers process
- Excellent communications and interpersonal skills, and the ability to build excellent relationships with students/parents/external agencies
- Able to use initiative and lead activities
- Flexible and highly organised
- Strong problem-solving skills
- Computer literate
- Understanding of confidentiality

### Personal Characteristics

- Genuine passion and belief in the potential of every student
- Deep commitment to Ark's mission of providing an excellent education to every student, regardless of their background
- Helpful, approachable, positive, and calm nature
- An empathetic, non-judgemental, and ethical approach
- Resilient, motivated and committed to achieving excellence
- Commitment to regular and on-going professional development

### Other

- Commitment to equality of opportunity and the safeguarding and welfare of all students
- Willingness to undertake training
- This post is subject to an enhanced DBS check

*Ark is committed to safeguarding and promoting the welfare of children and young people in our academies. In order to meet this responsibility, we follow a rigorous selection process. This process is outlined [here](#), but can be provided in more detail if requested. All successful candidates will be subject to an enhanced Disclosure and Barring Service check.*